

# **HOOPA VALLEY TRIBE**

## **EMERGENCY OPERATIONS PLAN**

*Approved June 3<sup>rd</sup>, 1999*

# **HOOPA VALLEY TRIBE EMERGENCY OPERATIONS PLAN**

**prepared for the CITIZENS OF THE HOOPA VALLEY  
INDIAN RESERVATION per the direction of the  
HOOPA VALLEY TRIBAL COUNCIL:**

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Jasper Hostler - Vice Chairman  
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**June, 1999**

## LETTER OF PROMULGATION

June 3<sup>rd</sup>, 1999

To: All Department Heads, Program Managers, Employees and Citizens of the Hoopa Valley Indian Reservation

Preservation of life, property and the environment is an inherent responsibility of local, state and federal governments. The Hoopa Valley Tribal Council, in cooperation with the County of Humboldt, State of California and numerous Federal agencies, has prepared this Emergency Operations Plan to ensure the most effective and economical allocation of resources for the protection of the Citizens of the Hoopa Valley Indian Reservation and their property.

While no plan can completely prevent death and destruction, well designed plans carried out by knowledgeable, well-trained and dedicated personnel can and will minimize losses. This plan establishes the emergency management organization, assigns tasks, specifies policies and general procedures, and provides for coordination of planning efforts of the various emergency staff and service elements utilizing the State of California's Standardized Emergency Management System (SEMS).

The objective of this Plan is to incorporate and coordinate all the facilities and personnel of the Tribe, the Operational Area member jurisdictions, and Federal agencies into an efficient organization capable of responding effectively to any emergency.

This Emergency Operations Plan will be reviewed and exercised periodically and revised as necessary to meet changing conditions.

The Hoopa Valley Tribal Council gives its full support to this plan and urges all department heads, program managers, employees and citizens, individually and collectively, to do their share in the total emergency effort of the Hoopa Valley Indian Reservation.

This letter promulgates the Hoopa Valley Tribal Emergency Operations Plan which becomes effective on approval by the Hoopa Valley Tribal Council.

Merv George, Jr.  
Tribal Chairman  
Hoopa Valley Tribal Council

# **HOOPA VALLEY TRIBE'S** **EMERGENCY OPERATIONS PLAN**

## **FOREWARD**

The Hoopa Valley Tribal Emergency Operations Plan addresses the planned response to extraordinary emergency situations associated with natural disasters, technological incidents, acts of terrorism and national security emergencies in or affecting the Hoopa Valley Indian Reservation (HVIR).

This Plan accomplishes the following:

Establishes the emergency management organization required to mitigate any significant emergency or disaster affecting the HVIR.

Identifies the policies, responsibilities and procedures required to protect the health and safety of the HVIR population, the environment, and public and private property from the effects of natural and technological emergencies and disasters.

This Plan is designed to establish the framework for implementation based upon the State of California's Standardized Emergency Management System (SEMS). The HVIR is within the County of Humboldt, which is the Local Emergency Services Operational Area, the State of California's Office of Emergency Services Coastal Region (Region II) and the State of California's Mutual Aid Region I.

The plan is intended to facilitate multi-agency and multi-jurisdictional coordination, particularly between the Hoopa Valley Tribal Council (HVTC) and local governments, state and federal agencies, including special districts, and the Klamath-Trinity Joint Unified School District. The Plan also establishes the operational concepts and procedures associated with field response to emergencies, the Tribal Emergency Operations Center (EOC) activities and the recovery process.

The Plan is operational in design and serves a secondary use as a planning reference. Tribal Departments and programs are required to develop their departmental emergency operating plans (EOP's), detailed standard operating procedures (SOP's), and emergency response checklists to address their assigned responsibilities as outlined in this Plan. These emergency operational plans, SOP's, and emergency response checklists will be included in this Plan's annexes and appendices.

Mutual aid governmental agencies and private industries, who have roles and responsibilities identified in the Plan, are encouraged to incorporate the provisions of this Plan into their EOP and to develop appropriate detailed standard operating procedures (SOPs), and emergency response checklists to be included in this plans appendix.

A copy of this Plan will be submitted to the County of Humboldt's Office of Emergency Services to be incorporated into the Humboldt Operational Area Plan.

This Plan is designed to guide the reader or user through each phase of an emergency: preparedness, response, recovery and mitigation and is divided into the following parts:

**PART I: BASIC INFORMATION** -- Introduces the user to the Plan, provides instructions in the use of the Plan, contains the Statement of Purpose, Hazard Analysis overview, Situation & Assumptions, Worst Case Scenario, and the Authorities & References.

**PART II: OPERATIONAL CONSIDERATIONS** -- Focuses on the preparedness phase, identification and evaluation of possible natural disasters, technological incidents and other incidents affecting the HVIR; and contains the "basic information" which describes the structure of the Hoopa Valley Tribal Emergency Management Organization (EMO), based on SEMS, its responsibilities and operational concepts for multi-hazard emergency preparedness, response, recovery, and mitigation.

**PART III: INITIAL RESPONSE** -- Focuses on initial emergency response. This part is the initial operations guide and a series of hazard-specific checklists designed to provide field-level responders with the basic considerations and actions necessary for effective emergency response. SOP's and checklists are provided by the responsible Tribal departments or programs and the mutual aid agencies outlined in the Plan. These SOP's and checklists are also part of their Departmental EOP. It also provides the reader or user with basic concepts and operations of the Incident Command System.

**PART IV: EXTENDED RESPONSE** -- Addresses, in general terms, extended emergency operations. It outlines the operational procedures for Tribal Emergency Management Organization (EMO) to conduct extended emergency response operations coordinated by and in the Tribal Emergency Operations Center (EOC). It also addresses the transition from the operational phase to the recovery phase and the demobilization of resources. Detailed operating procedures, layout and staffing are contained in the separate "Emergency Operating Center Plan". Using a separate plan enhances use and maintenance.

**PART V: RECOVERY & MITIGATION** -- Addresses recovery and mitigation activities. It describes, the "Recovery & Mitigation" organization as outlined in Part I; and, in general terms, describes the procedures to coordinate recovery operations within the HVIR; procedures to mitigate future events and procedures for obtaining federal disaster assistance funds for damage restoration and mitigation projects. Detailed instructions, procedures including maps and photographs of projected destruction and recommended mitigation procedures, by type of incident, are contained in a separate "Recovery & Mitigation Plan". This separate Plan enhances maintenance of updated information and eliminates redundancy.

**PART VI: RESOURCE PLAN** -- Normally contains the list of resources within the Tribal organization, resources immediately available within the HVIR, resources available via mutual aid and those from outside sources. It also describes the resource management structure outlined in Part I, and establishes the detailed procedures. However, for ease of use, Part VI is a separate plan entitled “Emergency Resource Plan”.

**APPENDICES** – Glossary of Terms, Glossary of Acronyms, copies of the Incident Command System (ICS) and appropriate SEMS forms, Training Requirements and Qualifications for Tribal SEMS/ICS Positions, and miscellaneous procedures comprise the appendices.

## **PLAN CONCURRENCE:**

The following list of signature documents each Tribal Department's and Programs concurrence with this Emergency Operations Plan and further acknowledges that any requested revisions of the Plan are to be submitted to the Tribal Environmental Protection Agency (TEPA), which is the lead agency of the Hoopa Local Emergency Planning Committee.

Ambulance: K'ima:w Ambulance concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed, revisions will be submitted to the Tribal Environmental Protection Agency.

Signed: \_\_\_\_\_ - Director:      Date: \_\_\_\_\_

Americorp: Hoopa Americorp concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed, revisions will be submitted to the Tribal Environmental Protection Agency.

Signed: \_\_\_\_\_ - Director:      Date: \_\_\_\_\_

Archives: Hoopa Archives concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed, revisions will be submitted to the Tribal Environmental Protection Agency.

Signed: \_\_\_\_\_ - Director:      Date: \_\_\_\_\_

Court: Hoopa Tribal Court concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed, revisions will be submitted to the Tribal Environmental Protection Agency.

Signed: \_\_\_\_\_ - Director:      Date: \_\_\_\_\_

Credit: Hoopa Credit concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed, revisions will be submitted to the Tribal Environmental Protection Agency.

Signed: \_\_\_\_\_ - Director:      Date: \_\_\_\_\_

Elections: Hoopa Elections concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed, revisions will be submitted to the Tribal Environmental Protection Agency.

Signed: \_\_\_\_\_ - Director:      Date: \_\_\_\_\_

Emergency Dispatch: Hoopa Emergency Dispatch concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed, revisions will be submitted to the Tribal Environmental Protection Agency.

Signed:\_\_\_\_\_ - Director:      Date:\_\_\_\_\_

Environmental Protection Agency: TEPA concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed, revisions will be submitted to the Tribal Environmental Protection Agency.

Signed:\_\_\_\_\_ - Director:      Date:\_\_\_\_\_

Fire Department: Hoopa Fire Department concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed, revisions will be submitted to the Tribal Environmental Protection Agency.

Signed:\_\_\_\_\_ - Director:      Date:\_\_\_\_\_

Fiscal: Hoopa Fiscal Affairs concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed, revisions will be submitted to the Tribal Environmental Protection Agency.

Signed:\_\_\_\_\_ - Director:      Date:\_\_\_\_\_

Fisheries: Hoopa Fisheries concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed, revisions will be submitted to the Tribal Environmental Protection Agency.

Signed:\_\_\_\_\_ - Director:      Date:\_\_\_\_\_

Food Distribution: Hoopa Food Distribution Program concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed, revisions will be submitted to the Tribal Environmental Protection Agency.

Signed:\_\_\_\_\_ - Director:      Date:\_\_\_\_\_

Forest Industries: Hoopa Forest Industries concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed, revisions will be submitted to the Tribal Environmental Protection Agency.

Signed:\_\_\_\_\_ - Director:      Date:\_\_\_\_\_



Forestry: Hoopa Forestry concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed, revisions will be submitted to the Tribal Environmental Protection Agency.

Signed:\_\_\_\_\_ - Director:      Date:\_\_\_\_\_

Housing Authority: Hoopa Housing Authority concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed, revisions will be submitted to the Tribal Environmental Protection Agency.

Signed:\_\_\_\_\_ - Director:      Date:\_\_\_\_\_

Human Services: Hoopa Human Services concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed, revisions will be submitted to the Tribal Environmental Protection Agency.

Signed:\_\_\_\_\_ - Director:      Date:\_\_\_\_\_

Insurance: Hoopa Insurance concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed, revisions will be submitted to the Tribal Environmental Protection Agency.

Signed:\_\_\_\_\_ - Director:      Date:\_\_\_\_\_

KIDE Radio: Hoopa KIDE Radio Station concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed, revisions will be submitted to the Tribal Environmental Protection Agency.

Signed:\_\_\_\_\_ - Director:      Date:\_\_\_\_\_

Land Management: Hoopa Land Management concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed, revisions will be submitted to the Tribal Environmental Protection Agency.

Signed:\_\_\_\_\_ - Director:      Date:\_\_\_\_\_

Lucky Bear Casino: The Lucky Bear Casino concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed, revisions will be submitted to the Tribal Environmental Protection Agency.

Signed:\_\_\_\_\_ - Director:      Date:\_\_\_\_\_

Medical Center: The K'ima:w Medical Center concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed, revisions will be submitted to the Tribal Environmental Protection Agency.

Signed:\_\_\_\_\_ - Director:      Date:\_\_\_\_\_

Museum: The Hoopa Museum concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed, revisions will be submitted to the Tribal Environmental Protection Agency.

Signed:\_\_\_\_\_ - Director:      Date:\_\_\_\_\_

Office of Research & Development: ORAD concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed, revisions will be submitted to the Tribal Environmental Protection Agency.

Signed:\_\_\_\_\_ - Director:      Date:\_\_\_\_\_

Office of Tribal Attorney: OTA concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed, revisions will be submitted to the Tribal Environmental Protection Agency.

Signed:\_\_\_\_\_ - Director:      Date:\_\_\_\_\_

People Newspaper: Hoopa People Newspaper concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed, revisions will be submitted to the Tribal Environmental Protection Agency.

Signed:\_\_\_\_\_ - Director:      Date:\_\_\_\_\_

Personnel: Hoopa Personnel concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed, revisions will be submitted to the Tribal Environmental Protection Agency.

Signed:\_\_\_\_\_ - Director:      Date:\_\_\_\_\_

Plant Management: Hoopa Plant Management concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed, revisions will be submitted to the Tribal Environmental Protection Agency.

Signed:\_\_\_\_\_ - Director:      Date:\_\_\_\_\_

Police: Hoopa Tribal Police Department concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed, revisions will be submitted to the Tribal Environmental Protection Agency.

Signed:\_\_\_\_\_ - Director:      Date:\_\_\_\_\_

Public Utilities District: PUD concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed, revisions will be submitted to the Tribal Environmental Protection Agency.

Signed:\_\_\_\_\_ - Director:      Date:\_\_\_\_\_

Roads: Hoopa Roads concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed, revisions will be submitted to the Tribal Environmental Protection Agency.

Signed:\_\_\_\_\_ - Director:      Date:\_\_\_\_\_

Tribal Employee Rights Office: TERO concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed, revisions will be submitted to the Tribal Environmental Protection Agency.

Signed:\_\_\_\_\_ - Director:      Date:\_\_\_\_\_

Youth Center: Hoopa Youth Center concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed, revisions will be submitted to the Tribal Environmental Protection Agency.

Signed:\_\_\_\_\_ - Director:      Date:\_\_\_\_\_

## **DEMOGRAPHICAL INFORMATION**

The Hoopa Valley Indian Reservation is the largest reservation in California. According to the Executive Order issued by President U.S. Grant on June 23, 1876, the Reservation encompasses 89,572 acres. As currently surveyed, the Reservation is nearly square with sides 12 miles in length or approximately 144 square miles. This area encompasses roughly 50% of the Hupa aboriginal territory. The Reservation is located in the northeastern corner of Humboldt County in Northern California. It lies approximately 50 miles inland from the Pacific Ocean, and 300 miles north of San Francisco, California.

The 1990 U.S. Census indicated that there are 2,143 people residing on the Reservation. The Tribe believes that the 1990 census underestimated the number of residents and households occupied on the reservation. As a supplement to the census information, the Tribe normally uses the 1992 Bureau of Indian Affairs (BIA) Population and Labor Force Report. This report, unlike the census, utilizes a wide variety of sources including per-capita payments, Hupa Health patient records, and the Welfare Department's caseloads.

The BIA report estimated the reservation Native American population to be 2,936. The 1990 census reported 410 non-Indian people residing on the reservation. These two reports together estimate the total reservation population at 3,346. By utilizing the revised population statistics, the population on the reservation was determined to include 1,484 Hoopa, 1,452 other Native Americans, and 410 non-Indians.

The hydrology of the Hoopa Valley is characterized by relatively wet, cool winters and dry summers. Temperatures in the basin are influenced by prevailing air masses, elevations, drainage of cold dense air from higher elevations and the distance from the Pacific Ocean. The mean annual temperature at the Hoopa weather station, (Agency Field, 350 feet above mean sea level), is 56.9°F. The mean annual temperature in winter is 45.1°F, and in summer is 70.9°F. Mean annual upland temperature recorded at 1,700 feet is 52.4°F. Summers high of 113°F and a winter low of 7°F have also been recorded.

Roughly three-quarters of the total annual precipitation occurs from November through March. The majority of the precipitation is associated with storms of several days duration and relatively moderate intensity. Snow occurs in moderate amounts at elevations below 2000 feet; snow remains on the ground for appreciable periods of time at elevations exceeding 4000 feet.

The mean annual precipitation at Hoopa is approximately 58.35 inches. Winter precipitation in the three-month winter period from December through February averages 30.6 inches. Mean summer precipitation is 1.32 inches. Frequency analysis of precipitation data indicates that there is only a 25% probability that the Hoopa Valley will receive less than 50 inches a year; there is a 5 percent probability of receiving less than 40 inches per year. Rainfall intensities of 2 inches per 6-hour period and 4-inches in a 24 hour period are common. Snowfall averages approximately 0.4 inches annually.

Reservation soils fall within the broad vegetation class referred to as the Douglas Fir-White Oak prairie type, and have developed from the slate, shale and slaty sandstone parent materials that predominate the underlying, consolidated rocks. Commercially important stands of Douglas Fir timber dominate much of the Reservation and it is this timber industry that provides the primary economic base of the community.

The Reservation topography varies from the 3/4 mile wide by six mile long alluvial plain adjacent to the Trinity River at an elevation of 320 feet, to the steep, mountainous terrain which is characteristic of the balance of Reservation lands. Elevations along the eastern periphery of the Reservation range to over 5,000 feet. The relatively flat land adjacent to the Trinity River accommodates the vast majority of agricultural, municipal, and industrial development within the Reservation.

The Trinity River bisects the Reservation in a north-south direction. The Klamath River flows in an east-west direction through a small portion of the far-northeastern part of the Reservation. A number of smaller streams with watersheds less than 6,000 acres in size flow into the Trinity and Klamath Rivers. The largest of these streams include: Mill Creek, Hostler Creek, Tish Tang Creek, Campbell Creek, Supply Creek, Soctish Creek, and Pine Creek. Although relatively small, each of these streams provides habitat for anadromous fishes and are sources of water domestic use.

The valley floor consists of a sequence of prominent stream terrace benches that step upward in elevation and age from the active channel of the Trinity River. The terraces or benches represent ancient to modern flood plain levels. Across the valley floor the Trinity River has formed a series of broad meanders. The broad meanders of the Trinity River naturally divide the alluvial valley into paired sets of terraces, which the Tribe defines as "fields" of the Reservation.

# **TABLE OF CONTENTS**

<b>INTRODUCTION:</b>	<b>INTRO:</b>
Acknowledgments:	1
Promulgation statement:	2
Forward:	3
Plan Concurrence:	6
Demographical Information:	7
Table of Contents:	8
Distribution:	9
Revisions:	10
Record of Changes:	11
<b>PART I: BASIC INFORMATION:</b>	<b>PART I:</b>
Introduction:	1
Statement of Purpose:	2
Hazard Identification & Analysis- Overview:	3
Situation and Assumptions:	4
Worst Case Scenario:	6
Relationship to the System:	7
Authorities & References:	8
<b>PART II: OPERATIONAL CONSIDERATIONS:</b>	<b>PART II:</b>
Phases of Operations:	1
Preparedness Phase:	1
Response Phase:	2
Recovery & Mitigation Phase:	4
Levels of Emergency and Response:	6
Level I:	
Level II:	
Level III:	
Hazard Analysis:	
Overview:	7
Coastal Storms:	7
Dam Failures:	8
Drought:	8
Earthquakes:	8
Explosions:	9
Fires:	9
Floods:	10
Fuel Shortages:	10
Hazardous Materials Incidents:	10
Landslides:	10
Power Failures:	10
Radiological Incidents:	11
Terrorism, Acts of:	11
Transportation Accidents:	11

Tsunami:	11
Volcano:	11
War, Acts of (Nuclear):	11
Water Shortage:	12
Likelihood of Occurrence and Severity Chart:	13
Likelihood of Destruction & Causalities Chart:	14
List of Secondary Effects:	15
List of Subsequent Impacts:	17
Organization and Assignment of Responsibilities:	
SEMS Overview:	19
Emergency Operations Organizational Chart:	23
Response & Recovery Function Chart:	24
Tribal Council - Tribal Emergency Response Committee (TERC):	25
Tribal Chairman - Director of Emergency Services:	27
Tribal Public Information Officer:	30
Tribal Safety Officer:	32
Local Emergency Planning Committee (LEPC):	33
Recovery & Mitigation officer (TAR):	34
Operations Section:	35
Planning & Intelligence Section:	36
Logistics Section:	38
Finance Section:	39
Functional Responsibility Matrices – Overview:	40
Responsibilities of Tribal Departments & Programs:	41
Responsibilities of Local Jurisdictions & Agencies:	42
Support Functions of Federal Departments & Agencies:	43
Tribal Emergency Management Roster:	44
Proclamations:	45
Mutual Aid:	46
Continuity of Government:	48
<b>PART III: INITIAL RESPONSE:</b>	<b>PART III:</b>
Concept of Operations:	1
Alert and Warning:	1
Emergency Alert List:	1
Implementation:	2
Incident Command System:	
Introduction:	3
Organization of ICS:	4
Unified Command:	4
Incident Command Chart:	5
Incident Action Plans:	6
Incident Command Positions:	
Incident Commander:	8
Public Information Officer:	8

Safety Officer:	9
Liaison Officer:	9
Agency Representative:	10
Operations:	
Operations Section Chief:	11
Operations Branch Director:	11
Division/Group Supervisors:	12
Staging Area Supervisor:	13
Air Operations Branch Director:	13
Planning/Intelligence:	
Planning/Intelligence Section Chief:	14
Resources Unit:	14
Situation Unit:	15
Documentation Unit:	15
Demobilization Unit:	16
Technical Services:	16
Logistics Section:	
Logistics Section Chief:	17
Service Branch Director:	17
Communications Unit:	18
Medical Unit:	18
Food Unit:	19
Support Branch Director:	19
Supply Unit:	19
Facilities Unit:	20
Ground Support Unit:	20
Finance/Administration Section:	
Finance/Administration Section Chief:	22
Time Unit:	22
Procurement Unit:	23
Compensation/Claims Unit:	23
Cost Unit:	24
List of Incident Command System Positions:	25
Field Response:	
Introduction:	27
Coordination with Special Districts, Private & Volunteer Agencies:	27
Coordination with Tribal EOC:	27
Field Response Check Lists:	28
About Field Response Check Lists:	28
Departmental Field Response Checklists: (To be Developed)	29
Alert & Warning:	
Communications:	
Situation Analysis:	
Management:	
Safety:	



Public Information:  
 Fire - Rescue:  
 Traffic Control:  
 Evacuation:  
 Law Enforcement:  
 Medical:  
 Public Health:  
 Coroner:  
 Care & Shelter:  
 Hazardous Materials:  
 Search & Rescue:  
 Construction & Engineering:  
 Supply & Procurement:  
 Personnel:  
 Transportation:  
 Utilities:  
 Radiological:  
 Annexes: (Departmental & Program Standard Operating Procedures)  
 (To be developed)

PART IV: EXTENDED OPERATIONS: (EMERGENCY  
 OPERATIONS CENTER)

	<u>PART IV</u>
Overview:	1
Concept of Operations:	1
Level I Response:	
Level II Response:	
Level III Response:	
Provide Mutual Aid:	
Action Planning:	2
Importance of Written Action Plans:	3
Operational Periods:	3
Essential Elements in the Written Action Plan:	3
Responsibilities for Action Plan:	4
Sequence of Activities in Action Planning Process:	4
Planning/Intelligence:	
Management:	
Planning/Intelligence:	
Operations:	
Logistics:	
Finance/Administration:	
Planning/Intelligence:	
Action Planning Meeting:	5
Steps in the Action Planning Process:	5
Summary of Activities by Section:	6

<u>PART V: RECOVERY AND MITIGATION:</u>	<u>PART V:</u>
Overview:	1
Recovery Operations:	1
Mitigation Strategy:	2
Recovery & Mitigation Organization:	2
Recovery & Mitigation Organizational Chart:	4
Recovery Damage/Safety Assessment:	5
Documentation:	6
After Action Reporting:	6
 <u>PART VI: RESOURCE PLAN:</u>	 <u>PART VI:</u>
Outline of Resource Plan:	1
 <u>APPENDICES:</u>	
Glossary of Terms:	1
Glossary of Acronyms:	10
Incident Command Forms:	
Organizational Chart (ICS 207-SEMS):	12
Incident Action Plan Set:	
IAP Cover Sheet:	13
Incident Objectives: (ICS 202)	14
Organization Assignment List: (ICS 203)	15
Division Assignment List: (ICS 204)	16
Incident Radio Communications Plan: (ICS 205)	17
Medical Plan: (ICS 206)	18
Incident Briefing Set:	
Incident Briefing: (ICS 201)	19
Incident Status Summary: (ICS 209- SEMS)	20
Unit Log: (ICS 214)	21
Check-In List: (ICS 211)	22
Radio Requirements Worksheet: (ICS 216)	23
Support Vehicle Inventory: (ICS 218)	24
Air Operations Summary: (ICS 220)	25
Resource Order:	26
Demobilizations Checkout: (ICS 221)	27
Situation Report: (HOA to OES Region 1)	28
Initial Damage Estimate: (IDE) Report	
(HOA to OES Region 1)	31
Sample IAP – HOA: December 28 Storm and Flooding	33
Alert Lists:	49
Legal Documents:	50
Training Requirements and Qualifications (To Be Developed)	51

Forms and Examples:

Alert List: (To be developed)

Organizational Chart: (ICS 207-SEMS)

Incident Action Plan Set:

IAP Cover Sheet:

Incident Objectives: (ICS 202)

Organization Assignment List: (ICS 203)

Division Assignment List: (ICS 204)

Incident Radio Communications Plan: (ICS 205)

Medical Plan: (ICS 206)

Incident Briefing Set:

Incident Briefing: (ICS 210) 4 pages

Incident Status Summary: (ICS 209-SEMS)

Unit Log: (ICS 214)

Check-In List: (ICS 211)

Radio Requirements Worksheet: (ICS 216)

Support Vehicle Inventory: (ICS 218)

Air Operations Summary: (ICS 220)

Resource Order:

Demobilization Checkout: (ICS 221)

Situation Report: (HOA to OES Region 1)

Initial Damage Estimate: (IDE) Report (HOA to OES Region 1)

## **DISTRIBUTION LIST**

### **TRIBAL DEPARTMENTS AND PROGRAMS:**

Tribal Council	8
Council Records/public desk	2
Self Gov. Coordinator	1
Personnel	1
Fiscal	1
Office of Tribal Attorney	2
KIDE/People News	1
Insurance	1
Tribal Police	1
Tribal Fire Department	1
HVI Housing Authority	1
K'ima:w Medical Center	1
Public Utilities District	1
Tribal EPA	1
ORAD	1
Roads	1
Americorp	1
Fisheries	1
Food Distribution	1
Forestry	1
Human Services	1
Land Management	1
Tribal Library	1

### **SPECIAL DISTRICTS:**

Klamath Trinity School District	1
---------------------------------	---

### **HUMBOLDT COUNTY/OPERATIONAL AREA:**

Humboldt County Sheriff/Office of Emergency Services	1
Humboldt County Sheriff's Dispatch	1
Humboldt County Environmental Health	1

### **STATE OF CALIFORNIA'S DEPARTMENTS:**

California Highway Patrol	2
Cal Trans, Eureka	1
California Dept. of Forestry	1
Humboldt State University	1
California Dept. of Water Resources	1

**FEDERAL AGENCIES:**

Environmental Protection Agency	1
Six Rivers National Forest	2
Bureau of Indian Affairs	1
National Weather Service	1

**NON-GOVERNMENTAL AGENCIES:**

Humboldt County Red Cross	1
Pacific Gas & Electric	1
GTE Telephone	1

**EXTRAS:**

	<u>8</u>
Total	50

## **REVISIONS & RECORD OF CHANGES**

**It is important to maintain a current copy to this Emergency Operations Plan.**

This Emergency Operations Plan is written in an easy to update mode. Parts I through IV are the functional sections of the Plan. Revisions of these parts constitute a change in the Plan's scope. Parts V and VI are only overviews of associated plans.

Parts I through IV's sections and subsections are printed, indexed and page numbered and dated independently facilitating easy revisions. Items that require continual updating: names of responsible individuals, telephone numbers, resources on-hand, etc. have, on purpose, not been included in this plan but are part of associated plans.

All revisions will include a Summary of Revisions cover sheet. This cover sheet will list; the revision number, the revision date, the pages being revised, the title of the section or subsection, and a short statement describing the change.

All revisions will be logged on the following Record of Change form.

## RECORD OF CHANGES

[illegible]

**PART I:**

**BASIC**

**INFORMATION**



# **PART I: BASIC INFORMATION**

## **INTRODUCTION**

The Hoopa Valley Tribal Emergency Operations Plan (EOP) identifies the Reservation's emergency planning, organization and response policies and procedures. The Plan also addresses the integration and coordination with other governmental bodies when required.

This Plan is based on the functions and principles of the State of California's Standardized Emergency Management System (SEMS), which is based on the Firescope Incident Command System (ICS), and identifies how the Tribal government, Departments and Programs fit within its structure.

The Plan addresses how the Tribe will respond to extraordinary events or disasters from preparation through recovery. A hazard analysis identifying probable disastrous events was conducted. The probable events were identified and are discussed in this plan. The likelihood of occurrence, severity, and the likelihood of destruction and causing casualties are also identified in this plan. The predictable secondary effects and their subsequent impacts for each event are identified in matrices.

The responsibilities of the Tribal Council, the Tribal Chairman and each Tribal Department and Program are identified in matrices, which are based on the hazard analysis. The development of departmental Standard Operating Procedures (SOP's) is discussed, including what each department will include in their own Departmental EOP.

The Hoopa Valley Tribal Emergency Operating Plan will be approved by the Hoopa Valley Tribal Council and signed by the Tribal Chairman. The Local Emergency Planning Committee, (LEPC) as established by the Tribal Council will be responsible for reviewing the entire plan on an annual basis, after scheduled exercises, after actual disasters, and the coordination of any revisions if required.

Each designated individual, department head and program manager is responsible for reviewing this plan on an annual basis and (1) coordinating revisions of procedures with the LEPC and (2) assuring that all of their employees receive necessary training.

## **STATEMENT OF PURPOSE**

The purpose of the Hoopa Valley Tribal Emergency Operations Plan (EOP) is to provide planned response to extraordinary emergency situations associated with natural disasters, technological incidents, acts of terrorism and national security emergencies in or affecting the Hoopa Valley Indian Reservation (HVIR) and to:

- Provide for the protection of life, the environment, and public and private property, evacuation and care of displaced persons, and restoration of normal functions in the areas affected by the emergency.
- Establish an emergency management organization required to respond to and mitigate any emergency or disaster.
- Identify policies, responsibilities and procedures required to complete the above.
- Provide the necessary training of Tribal employees, citizens, voluntary organizations and assisting governmental agencies in accomplishing the planned objectives.

## **HAZARD IDENTIFICATION AND ANALYSIS - OVERVIEW**

A hazard identification and analysis was conducted using historical, present and projected information which indicated that the Hoopa Valley Indian Reservation and its surrounding area are subject to numerous natural and technological disasters, acts of terrorism, and national security emergencies that would have a negative impact on its citizens, their property and the environment. The analysis also projected the likelihood of occurrence, its severity, the amount of destruction and potential for casualties for each incident identified. The incidents identified are listed below and are addressed in depth in Part II.

### Coastal Storms:

- Severe Winter
- Summer Thunder
- Wind

### Dam Failures:

- Lewiston Dam
- Trinity Dam
- Klamath River Dams

### Drought:

### Earthquakes:

- Cascadia Megathrust
- Fracture Faults

### Explosions:

### Fires:

- Major Structure
- Chemical
- Wildland

### Floods:

- Flash
- Mud Flows & Mud Floods
- Riverine

### Fuel Shortages:

- Heating Fuel
- Transportation Fuel

### Hazardous Materials Incidents:

- Accidental Releases & Spills
- Illegal Dumps

### Landslides:

### Power Failures (Electrical):

### Radiological Incidents:

- Nuclear Facility
- Transportation

### Terrorism, Acts of:

### Transportation Accidents:

- Aircraft
- Vehicular

### Tsunami:

### Volcano:

### War, Acts of Nuclear:

### Water Supply:

- Contamination
- Shortage

## **SITUATION AND ASSUMPTIONS**

Situation: The situation is clear -- the Hoopa Valley Indian Reservation will experience an incident caused by nature or man that will overwhelm its resources, have a disastrous impact on human life and well being, and have a large negative impact on the environment and economy. The date of the incident, the type and its overall impact can not be predicted. Therefore, the Reservation's government, Tribal Council, its Departments and Programs, employees, and all citizens need to plan and be prepared for any of or combination of the identified incidents.

Assumptions: The following assumptions relating to emergencies are:

- Emergency situations may occur at any time, day or night, and in populated as well as remoter areas of HVIR;
- Emergency incidents, even minor ones, often require a multi-departmental, multi-jurisdictional response. For this reason, it is essential that the Standardized Emergency Management System, the Incident Command System, and in many instances a unified command, be implemented immediately by responding agencies;
- Emergency situations may pose significant risks to emergency response personnel. It is imperative that all emergency response personnel and potential first responders be properly trained in appropriate hazardous materials emergency response actions;
- Emergency incidents may require large-scale evacuations or shelter-in-place actions. These operations may present significant challenges in terms of warning and notification, logistics, and agency coordination;
- Emergency situations may generate widespread media and public interest. The media must be considered an ally in these emergencies; they can provide considerable assistance in emergency public information and warning;
- Emergency situation incidents may pose serious long-term threats to public health, property, and the environment. These strategic considerations must be addressed in all hazardous emergencies;
- Large scale emergency situations may require an extended commitment of personnel and resources from involved agencies and jurisdictions.

Emergency Plans: This plan does not guarantee a perfect response to all situations. Part II narrows the scope of the EOP. It outlines which hazards the EOP addresses, how the event may impact the jurisdiction, and how the event's characteristics may affect response activities. Part II also describes what information, used in preparing the EOP, must be treated as hypothesis rather than fact.

The EOP is not intended for day-to-day emergencies, but rather for disaster situations where normal resources are exhausted, nearly exhausted, or expected to be soon. The EOP becomes activated when the threat to lives and property is so great that the jurisdiction needs to expand beyond normal day-to-day operations in order to meet the demands.

To reduce the volume of information contained in this Plan, it will be assumed that the reader and/or user has basic knowledge of the Standardized Emergency Operating System (SEMS) and the Incident Command System (ICS). It is also assumed that the reader has access to the supporting Tribal Emergency Plans:

- **Emergency Operating Center:** Describes the organization, responsibilities and operation of the emergency operating center and its relationship to the County, State, Federal governments as well as to Tribal departmental operating centers.
- **Hazardous Materials Response Plan:** Identifies in detail the potential for hazardous materials incidents, the hazardous materials sites already located within the Reservation, the management organization of the planned response and recovery, etc.
- **Recovery & Mitigation Plan:** Describes the responsibilities of the Tribal Authorized Representative (TAR), the organization of the Recovery & Mitigation committee, and their relationship to FEMA, EPA and other federal agencies. The Plan also identifies the types of incidents, the impact to identified structures and facilities, contains information about the facility, and recommended mitigation including cost figures.
- **Resource Plan:** A management plan that sets channels of procurement during emergencies that is not available under normal conditions. It authorizes specific department heads to expand spending thresholds. It also describes the request for and effective use of mutual aid resources and volunteer assistance. It also contains a list of resources and where to obtain them.

## **WORST CASE SCENARIO**

The worst case scenario is a cascadia subduction zone megathrust earthquake greater than 8.4 on the Richter scale, providing more than one minute of severe ground shaking that would result in collapse of or damage to every structure, major casualties, power outage, and water shortage. The resulting dam failures would require a total evacuation of the valley floor and all of its 2700, plus or minus, surviving population. Survivors would have to evacuate to the mountains as the coastal cities would have been destroyed by the earthquake and the tsunamis it generated. There would be no reason to return to the valley after the dam failure flood receded as the 110 plus foot high wall of water would leave nothing but debris and mud.

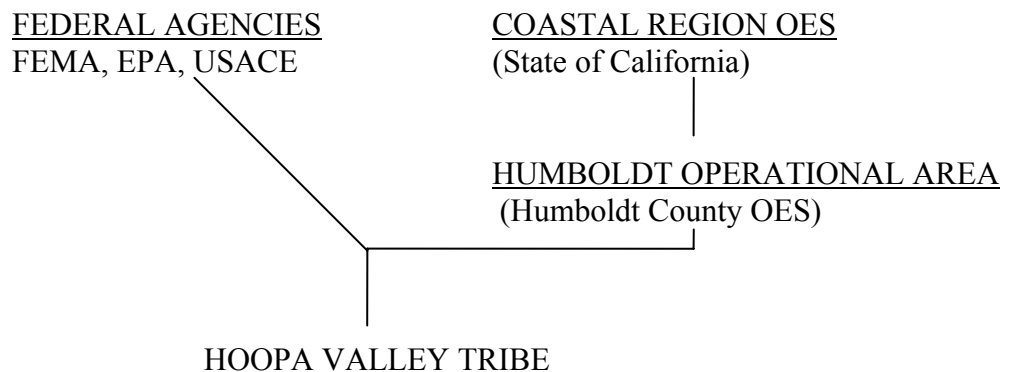
## **RELATIONSHIP TO THE SYSTEM**

The Tribal Council acting as the governmental agency for the Hoopa Valley Indian Reservation is responsible for all emergency response within the Reservation. The Title III of the Superfund Amendments and Reauthorization Act (SARA) requires the Tribe to manage and coordinate the overall emergency response and recovery activities within its jurisdiction. During disasters or multi-agency incidents, the Tribe will coordinate emergency operations with the Humboldt Operational Area, State of California Departments such as the California Highway patrol and Caltrans, federal agencies and private industry utilizing the Unified Command management process.

Under the Standardized Emergency Management System (SEMS) which is the foundation of this plan, the Tribe has responsibilities at two levels, the field response and local government levels. At the field response level, all agencies will use the Incident Command System (ICS) to standardize the emergency response.

At the local government level, a designated Emergency Operations Center (EOC) is used as the central location for gathering and disseminating information, coordinating all jurisdictional emergency operations, and coordinating with the Humboldt Operational Area.

The following diagram depicts the relationship between the Hoopa Valley Tribe, the Humboldt Operational Area, the State of California's Coastal Regional Emergency Operations Center (REOC) and federal agencies.



## **AUTHORITIES AND REFERENCES**

The following laws and regulations provide emergency authority for conducting and/or supporting emergency operations:

### **Federal**

Federal Civil Defense Act of 1950 (Public Law 920, as amended).

Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended).

Uniform Administrative Requirements for Grants and Cooperative Agreements, 44 CFR 206,207, 11, 13, 14.

American Standard Specifications for Making Buildings & Facilities Accessible to Physically Handicapped, 41 CFR 101-17.703.

Hazard Mitigation Plan, FEMA Directive DR-1044/45, Region IX, May 1996.

Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120b.

Army Corps of Engineers Flood Fighting (Public Law 84-99).

Executive Order 11988, Flood Plain Management.

Executive Order 11988, Protection of Wetlands.

Executive Order 12612, Federalism.

### **State**

California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the California Code.

California Codes: Streets and Highway Code, Vehicle Code, Penal Code, Health & Safety Code.

### **References**

Listed below are some of the reference materials, plans and publications used in the planning and preparation of this plan and it's associated plans.

Post-Disaster Hazard Mitigation Planning Guidance, FEMA, DAP-12, Sept 1990.

Natural Disaster Procedures, US Army of Corps of Engineers, March 1991.

State of California, Emergency Plan, May 1998.



Standard Emergency Management System (SEMS) Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations) and (California Government Code 8607 et seq).

California Department of Water Resources Flood Control (California Water Code 128).

County of Humboldt, Emergency Operations Plan, June 1993.

State of California, Office of Emergency Services, Emergency Planning Guide Series.

## **PART II:**

### **OPERATIONAL**

### **CONSIDERATIONS**

## **PART II: OPERATIONAL CONSIDERATIONS**

This Emergency Operating Plan addresses an entire spectrum of contingencies, ranging from relatively minor incidents to large-scale disasters, all having one thing in common, - the event exceeds the resources available within the Reservation. Some emergencies will be preceded by a buildup or warning period which will provide sufficient time to warn the public and implement mitigation measures designed to reduce loss of life, property damage and effects on the environment. Other emergencies occur with little or no advanced warning, thus requiring immediate activation of the emergency operations plan, efficient and coordinated mobilization and deployment of resources. All departments and programs of the Tribe must be prepared to promptly and effectively respond to any foreseeable emergency, taking all appropriate actions, including requesting and providing mutual aid.

### **PHASES OF OPERATIONS**

The Tribe's response to disasters and emergencies is based on four phases:

- Preparedness
- Response
- Recovery
- Mitigation

#### **Preparedness Phase**

The preparedness phase involves activities that are undertaken in advance of an emergency or disaster. These activities develop operational capabilities and effective responses to a disaster. Preparedness activities fall into two basic areas: readiness and capability.

Readiness activities shape the framework and create the basis of knowledge necessary to complete a task or mission. Readiness activities might include:

- Implementing hazard mitigation projects;
- Developing hazard analyses;
- Developing and maintaining emergency plans and procedures;
- Conducting general and specialized training;
- Conducting exercises;
- Developing mutual aid agreements;
- Improving emergency public education and warning systems.

The Hoopa Valley Tribal departments and programs as well as the Humboldt Operational Area member jurisdictions who have responsibilities in this plan will prepare Standard

Operating Procedures (SOPs) detailing personnel assignments, policies, notification rosters, and resource lists.

Emergency response personnel should be acquainted with these SOPs, and receive periodic training on the policies and procedures contained within the SOPs. Capability activities involve the procurement of items or tools necessary to complete the tasks.

Capability activities might include:

- Assessment of Reservation and Operational Area's resources
- Comparison and analysis of anticipated resource requirements and resources
- Identification of local sources to meet any anticipated resource shortfall

Preparedness planning is the responsibility of the Local Emergency Planning Committee. LEPC's make-up, policies, responsibilities and placement in the Emergency Management Organization are described later in this part.

#### Response Phase

The response phase includes increased readiness, initial response and extended response activities. Upon receipt of a warning or the observation that an emergency situation is imminent or likely to occur, actions to increase readiness will be initiated.

Events, which may trigger increased readiness activities, include:

- Issuance of a credible long-term earthquake prediction
- Receipt of a flood advisory or other special weather bulletin
- Receipt of a potential dam failure advisory
- Conditions conducive to wildland fires, such as the combination of high heat, strong winds, and low humidity
- An extensive hazardous materials incident
- A rapidly-deteriorating international situation that could lead to an attack upon the United States
- Information or circumstances indicating the potential for acts of terrorism, violence, or civil disturbance

Increased readiness activities may include, but are not limited to, the following:

- Briefing of the Tribal Chairman, Tribal Council, key department heads, and members of the emergency management organization
- Reviewing and updating of the Emergency Operations Plan, other plans and SOPs;
- Increasing public information efforts
- Accelerating training efforts
- Inspecting critical facilities and equipment, including testing warning and communications systems
- Recruiting additional staff and Disaster Service Workers

- Warning threatened elements of the population
- Conducting precautionary evacuations in the potentially impacted areas
- Mobilizing personnel and pre-positioning resources and equipment
- Contacting county, state and federal, volunteer agencies and businesses that may be involved in field activities

Hoopa Valley Tribes' initial response activities are primarily performed at the field response level. Emphasis is placed on minimizing the effects of the emergency or disaster.

The "Initial Response Operations" section of this plan provides hazard-specific guidance to the departments who are responsible for initial response operations within or affecting the Reservation.

Examples of initial response activities include:

- Making all necessary notifications, including Tribal departments, personnel, neighboring jurisdictions, the Humboldt Operational Area, and the State of California OES Coastal Region
- Disseminating warnings, emergency public information and instructions to the citizens of the Reservation
- Conducting evacuations and/or rescue operations
- Caring for displaced persons and treating the injured
- Conducting initial damage assessments and surveys
- Assessing need for mutual aid assistance
- Restricting movement of traffic/people and unnecessary access to affected areas
- Developing and implementing Initial Action Plans

Extended emergency operations involve the coordination and management of personnel and resources to mitigate an emergency and facilitate the transition to recovery operations. Hoopa Valley's extended response activities are primarily conducted in the emergency operations center (EOC) and affected departmental operating centers (DOC's).

Extended Operations provide specific guidance for the conduct of extended operations, including those functions performed by the EOC staff.

Examples of extended response activities include:

- Preparing detailed damage assessments
- Operating mass care facilities
- Conducting coroner operations
- Procuring required resources to sustain operations
- Documenting situation status
- Protecting, controlling, and allocating vital resources

- Restoring vital utility services
- Tracking resource allocation
- Conducting advance planning activities
- Documenting expenditures
- Developing and implementing Action Plans for extended operations
- Disseminating emergency public information
- Declaring a local emergency
- Coordinating with county, state and federal agencies working within the Reservation

#### Recovery & Mitigation Phase

Recovery activities involve restoring services to the public and returning the affected area(s) to pre-emergency conditions. Recovery activities may be both short-term and long-term, ranging from restoration of essential utilities such as water and power, to mitigation measures designed to prevent future occurrences of a given threat.

Part V of this plan, Recovery & Mitigation Operations, describes in general the roles and responsibilities of each level of government following a disaster. It also addresses the procedures for accessing federal programs available for individual, business and public assistance following a disaster.

Examples of recovery activities include:

- Determining and recovering costs associated with response and recovery
- Applying for federal assistance programs
- Conducting hazard mitigation analyses
- Identifying residual hazards
- Restoring utilities
- Restatement of family autonomy
- Permanent restoration of public and private property

Mitigation efforts occur both before and after emergencies or disasters. Post-disaster mitigation is actually part of the recovery process. This includes eliminating or reducing the impact of hazards that exist within the Reservation. A Recovery & Mitigation organization is established by this plan.

Mitigation efforts include:

- Amending local ordinances and statutes, such as zoning ordinances, building codes, and other enforcement codes
- Initiating structural retrofitting measures
- Assessing tax levees or abatements
- Emphasizing public education and awareness
- Accessing and altering land use planning

Recovery and its policy, procedures, responsibilities, and mitigation with its policy, procedures and responsibilities are addressed in detail in the Recovery & Mitigation Plan. This plan also outlines the Recovery/Mitigation Committee's organization and lists its responsibilities. Identified impacted facilities, structures and services by event and recommendations for mitigation for each are also addressed in this plan.

## **LEVELS OF EMERGENCY AND RESPONSE**

Generally, the level of involvement in peacetime emergencies will be first the Tribe, then the County of Humboldt (Operational Area), then the State of California and/or federal agencies. To facilitate the planning process, the following three levels of response to peacetime emergencies are established:

Level I: - A minor to moderate incident characterized by adequate local response capability and sufficient resources to favorably resolve the situation. A LOCAL EMERGENCY may or may not be officially proclaimed. The Tribal Emergency Operating Center may or may not be activated, and if activated, may be only partially staffed.

Level II: - A moderate to severe emergency characterized by a need for mutual aid to ensure a favorable resolution of an event. In most cases, a LOCAL EMERGENCY will officially be proclaimed by the Tribal Council. A request for the County of Humboldt to include the Reservation within its declaration of an emergency may or may not be made. If requested, the County of Humboldt would then request the State of California to proclaim the entire operational area (the county) a disaster area. The Tribal Emergency Operating Center will be activated and fully staffed. A request to the County of Humboldt to activate their Emergency Operating Center will be made.

Level III: - A major disaster, exemplified by depletion of Tribal resources and operational area mutual aid resources, will necessitate extensive Statewide and Federal assistance. A state of LOCAL EMERGENCY will be declared and a request to be included in the County of Humboldt's state of LOCAL EMERGENCY will be made. The Tribal Emergency Operating Center will be fully activated and prepared for an extended response.

Wartime emergencies may range from minor inconveniences such as food and petroleum shortages to a worst case scenario involving an attack on the United States utilizing nuclear weapons. The only scenario addressed in this plan is nuclear fallout. The appropriate level of response will be determined at the time of the incident.



## **HAZARD ANALYSIS**

The Hoopa Valley Tribal Council recognizes that the planning process must address each identifiable hazard that threatens the Reservation. The Local Emergency Planning Committee (LEPC) conducted a hazard identification survey for the Council and this Plan. The study indicates that the Reservation is subject, in varying degrees, to the effects of the following events:

### Coastal Storms:

- Severe Winter
- Summer Thunder
- Wind

### Dam Failures:

- Lewiston Dam
- Trinity Dam
- Klamath River Dams

### Drought:

### Earthquakes:

- Cascadia Megathrust
- Fracture Faults

### Explosions:

### Fires:

- Major Structure
- Chemical
- Wildland

### Floods:

- Flash
- Mud Flows & Mud Floods
- Riverine

### Fuel Shortages:

- Heating Fuel
- Transportation Fuel

### Hazardous Materials Incidents:

- Accidental Releases & Spills
- Illegal Dumps

### Landslides:

### Power Failures (Electrical):

### Radiological Incidents:

- Nuclear Facility
- Transportation

### Terrorism, Acts of:

### Transportation Accidents:

- Aircraft
- Vehicular

### Tsunami:

### Volcano:

### War, Acts of (Nuclear):

### Water Supply:

- Contamination
- Shortage

A general synopsis of each event and their potential effects are described below. Hazard tables that outline each of the events and identifies their (1) likelihood of occurrence, (2) severity, (3) destruction potential, and (4) potentiality for casualties follows the synopsis. All of the events listed above cause secondary effects and subsequent impacts. When one looks at any one of the events, one must also look at the effects and impacts caused. These effects and impacts are identified in the accompanying matrices.

Coastal Storms: The Hoopa Valley Indian Reservation is located in the Northeast corner of Humboldt county, which is located on the Northwest corner of California. This northcoast region experiences some of the most severe storms in California.

- Severe Winter Storms: Some of the heaviest rain that falls on the northwest occur over the coastal range where mountains rise two to four thousand feet. Four to six inches of rain within a twenty-four hour period are common.
- Summer Thunder Storms: Thunder storms are common in the northeast region. During the summer months, including late spring and early fall, thunderstorms are of

particular hazard to recreational users of the area. Summer thunderstorms lightning cause wildland fires.

- Wind Storms: Extremely strong windstorms are also common to this region. Winds in excess of 50 miles per hour are normal occurrences and winds over 70 mphs are not uncommon.

Dam Failures: The Trinity River flows through the full length of the Reservation. The valley floor on both sides of the river houses the majority of the Reservation's population. The Trinity River has two dams approximately 100 miles up stream, the Trinity Dam and the Lewiston Dam. There are several dams on the Klamath River, which flows along the north edge of the reservation. The Trinity River flows into the Klamath River at the far north end of the valley.

- Lewiston Dam: The Lewiston Dam is the smallest of the two Trinity River earth filled dams and has a gross storage capacity of 14,660 acre-feet of water with a maximum controlled release of 33,000 cubic feet per second (CFS). A breach of this dam would result in a column of water approximately 40 feet above the water height in the river at the time of breach. If the river is already at flood stage, 48 feet, the resulting water would increase the water height to 88 feet.
- Trinity Dam: The Trinity Dam has a gross storage capacity of 2,448,000 acre-feet also with a controlled maximum release of 33,000 cfs. A breach of this dam would also cause a breach of the smaller down river Lewiston Dam. The results would flood the valley with a column of water 110 feet to 160 feet high depending of the height of the water in the river at the time.
- Klamath River Dams: A breach of the any one of or all of the Klamath River dams would cause a back flow of water where the Trinity River flows into the Klamath. If the breach of these dams occurred during a flood stage, the back flow and subsequent damming effect would totally flood and destroy the valley.

Drought: Although the northcoast normally is a high rainfall area, drought cycles occur approximately every 7 to 11 years. Drought increases the wildland fire danger and adversely affects agriculture and hence, the economy. Water for domestic use is obtained from feeder streams not from the dammed Trinity River. These streams are subject to drought conditions as well as to man made contamination.

Earthquakes: Earthquakes are considered to be one of the most potentially destructive threats to life and property. The triple junction, the Cascadia subduction zone and numerous smaller thrust and strike-slip faults makes Humboldt County the most active region in California. A moderate to severe seismic incident on any of the numerous fault zones will cause:

- Extensive property damage, particularly to older structures, structures located on liquefaction soil, and mobile homes;
- Significant number of casualties with some fatalities;
- Damage to water and sewage systems;

- Broken propane cylinders resulting in hazardous conditions and fires;
- Disruption of surface transportation;
- Competing requests for scarce mutual aid response resources.

Northern California, Oregon, Washington and British Columbia are the site of the Cascadia subduction zone, where an oceanic tectonic plate is being pulled and driven beneath the continental plate. Evidence leads to the conclusion that an earthquake as large as 9 on the Richter scale will devastate the area. Historical evidence indicates that this megathrust hits every 300 years and the most recent occurred 300 years ago. A megathrust quake could trigger reactivity of one or both area volcanoes, Mount Lassen and Mount Shasta.

The South Fork Mountain thrust fault located along the west boundary of the reservation and the newly discovered Pine Creek fault bisecting the valley can rupture independently or in conjunction with one of the major faults. A complete study of the potential destruction needs to be conducted.

Explosions: There are numerous chemicals used and stored on the Reservation in sufficient quantities that could cause an explosion of a magnitude so as to cause a disaster. Home and business propane tanks under the right circumstances, wildfire, earthquake or accident could cause a tank to BLEVE (boiling liquid expanding vapor explosion) thus resulting in a devastating explosion.

Fires: Availability of the fire fighting resources on the Reservation are dependent upon the time of the year, the current fire situation, and other emergency response activities occurring at the time. The Hoopa Fire Department is composed of two programs. A Wildland Fire program, which is seasonal, is tasked with the protection of life, the environment, and all natural resources. A Volunteer Fire program is a year around program and is tasked with all-risk protection, which includes structure fires, medical aid, vehicle accidents, rescue, and hazardous materials incidents. During fire seasons, wildland fire resources are continually depleted due to multiple fire responses. This leads to minimal fire fighting resources available on a year round basis. With the extremely high rate of wildland and structural arson fires, topography, vegetation, extreme weather conditions, the wildland/urban intermix, and the limited water supply for fire fighting purposes, the Reservation is considered to be a high risk area. Any moderate sized fire or incident will quickly deplete the Fire Department's resources to a minimal draw down level and the success of the incident will be dependent upon assistance (mutual aid) from outside agencies. Mutual aid resources available within a reasonable geographical area are also dependent upon the time of the year, the current fire situation and other emergency response activities in their respective direct protection areas (DPA). Further reduction of the mutual aid resources may be caused by accessibility into the Reservation either by roadway or air due to the type and nature of the disaster or emergency that has affected the Reservation: i.e., flood, earthquake, hazardous materials spills or a major conflagration.

Floods: The region's topography and geology as discussed in coastal storms can cause flash floods, mud flows and riverine flooding. Although small in nature, flash floods can cause extensive damage to housing, roadways and can catch recreational activities unprepared. The potential for mudflows, caused by geography and massive quantities of water, has just been discovered and requires further study. Riverine flooding is the primary threat to life and property as evidenced by the 1955 and 1964 floods. Even "normal" winters can produce damaging floods as happened in the winters of 1993 and 1996. Thus, flooding is the most likely hazard to create emergency conditions within the reservation. Flood plains at different heights need to be determined, mapped and appropriate course of mitigation studied.

Fuel Shortages: Fuel shortages, heating and transportation, can be caused by many of the described events through the closure of the roads. Quantities of transportation fuel are limited and if not replenished on a regular basis would soon be depleted reducing response and recovery capabilities and risking human safety and life.

Hazardous Materials Incidents: The Tribal Environmental Protection Agency is the "administering agency" with respect to hazardous materials incidents and investigations. The Hoopa Fire Department and the Public Works District provide assistance. Response, however, is limited to incidents that can be mitigated utilizing level "B" and "C" chemical protection. Incidents requiring a level "A" protective clothing or major incidents will require mutual aid. The potential for accidental incidents are always present. Of highest concern are incidents that could involve the schools, senior resident homes or the medical center. Vehicular accidents involving automobiles, tanker trucks or commodities trucks create the highest potential of incidents. The possibility of an illegal dump, drug lab or industrial waste, are always a possibility and if released into a stream or the river would be disastrous to both life and the environment. The Tribe's response to hazardous materials incidents is outlined in detail in the Haz-mat Response Plan.

Landslides: Due to the geology of the mountains, landslides are common. During the wet winters or earthquakes, landslides continually close roads into and out of the valley. Increased potential of landslides has just been discovered during a recent geological study. The effects to housing, property, and roads are still to be studied. A potential massive landslide of the bluffs at the north end of the Valley could dam the Trinity River. If this occurs during periods of high river flow, flooding of the valley floor will occur within minutes. This potential landslide needs to be studied and if necessary emergency evacuation communications systems developed.

Power Failures: Loss of electrical power can be caused by equipment failures, traffic accidents or by nature. The Hoopa Valley and the small community of Willow Creek to the south are on the same circular link. During the winter storms of 1995/96 one outage effected over 800 residences and businesses for over 6 ½ days. Over the past 6 years, nine outages were of nearly 24 hours and two of them were multiple days. There are insufficient generators within the Reservation to produce emergency electrical power for the medical center, first aid stations, the EOC, departmental EOC's, or evacuation centers.

Radiological Incidents: A nuclear power plant owned by Pacific Gas & Electricity is located south of Eureka on the edge of Humboldt Bay. Even though the power plant has not been in operational for years and the fuel rods removed, the plant has not been decontaminated. The potential of an incident from the plant in its present operational status is remote but if an incident did occur the southerly winds could cause a shelter-in-place response. Shelter-in-place is directing people to quickly to inside a building or other structure, closing all doors and windows, and remaining inside until the hazard passes. Highway 299, south of the Reservation, and Highway 96, which follows the Trinity River through the Valley, require special permits from the Highway Patrol and from Caltrans in order to transport any nuclear or any hazardous radiological products.

Terrorism, Acts of: Violence caused for political causes, hate crimes or other causes cannot be predicted nor prevented. It is hoped that an incident as experienced in schools throughout the country or a bomb incident like Oklahoma City will never occur in the Reservation. But if an incident does occur, the emergency management system of this plan will provide the necessary organization to mitigate the event.

Transportation Accidents: Aircraft and ground transportation vehicles pose the most risk for disastrous multiple casualty incidents. Narrow roads, cliffs and inaccessibility coupled with limited resources could cause an incident to immediately task resources. Trauma patients must be transported by ambulance 50 miles over mountain roads to the nearest hospital. Airlifting of the injured is difficult due to the non-illuminated Hoopa airport, winter storms, high altitude fog and mountainous terrain. A school bus incident on Hwy 96 a few years ago presented such a logistics nightmare. Transportation accidents always present a potential for a hazardous materials incident.

Tsunami: A tsunami generated by a cascadia megathrust earthquake or a triple junction earthquake, though disastrous to coastal Humboldt County, will not effect the Reservation. Reservation resources, however, will respond per mutual aid agreements.

Volcano: Two volcanoes, Mount Shasta and Mount Lassen, to the east of the Reservation have not been active for decades. A 9+ megathrust earthquake could reactivate one or both volcanoes. The resulting ash plume will cause an air pollution health problem in the Valley if the wind blows from the east. A shelter-in-place response would be initiated. There would be some voluntary evacuation.

War, Acts of Nuclear: Humboldt County and the Hoopa Indian Reservation are assumed to be a low risk category with respect to the direct effects of nuclear weapons and radioactive fallout. Response actions consist of shelter-in-place protection, upgrading of homes and existing shelters, and spontaneous evacuation (absent of government direction).

Water Supply: Except for some isolated privately owned ground water wells, the water used by the reservation is supplied from streams. Windy mountain roads parallel most streams. A vehicle accident, chemical spill, or an illegal drug lab could immediately

contaminate a portion of the Valley's water supply. A long drought causing the streams to dry up could also reduce the supply of usable water to dangerous levels.

# HOOPA VALLEY TRIBAL EMERGENCY OPERATIONS PLAN

## LIKELIHOOD OF OCCURRENCE & SEVERITY

HAZARD	OCCURRENCE			SEVERITY		
	INFREQUENT	SOMETIMES	FREQUENT	LOW	MODERATE	HIGH
COASTAL STORMS:						
SEVERE WINTER			X			X
SUMMER THUNDER			X	X		
WIND		X			X	
DAM FAILURES:						
LEWISTON	X					X
TRINITY	X					X
KLAMATH	X				X	
DROUGHT		X		X		
EARTHQUAKES:						
CASCADIA MEGATHRUST	X					X
FRACTURE FAULTS			X	X		
EXPLOSIONS	X			X		
FIRES:						
MAJOR STRUCTURAL		X			X	
CHEMICAL	X				X	
WILDLAND			X		X	
FLOODS:						
FLASH		X		X		
MUD FLOWS & FLOODS		X			X	
RIVERINE		X				
FUEL SHORTAGE:						
HEATING FUEL		X			X	
TRANSPORTATION		X			X	
HAZMAT. INCIDENTS:						
ACCIDENTAL	X			X		
ILLEGAL DUMPS	X			X		
LANDSLIDES			X	X		
POWER FAILURE (ELECTRIAL)		X		X		
RADIOLOGICAL INCIDENTS:						
NUCLEAR FACILITY	X			X		
TRANSPORTATION	X			X		
TERRORISM: ACTS OF	X				X	
TRANSPORATION ACCIDENTS:						
AIRCRAFT	X			X		
VEHICULAR		X			X	
TSUNAMI	N/A	N/A	N/A	N/A	N/A	N/A
VOLCANO	X			X		
WAR: ACTS OF (NUCLEAR)	X					X
WATER SUPPLY:						
CONTAMINATION	X					X
SHORTAGE OF		X			X	

# HOOPA VALLEY TRIBAL EMERGENCY OPERATIONS PLAN

## LIKELIHOOD OF DESTRUCTION & CASUALITIES

HAZARD	DESTRUCTION				CAUSALITIES		
	NONE	MINOR	MAJOR	TOTAL	NONE	FEW	LARGE
COASTAL STORMS:							
SEVERE WINTER		X				X	
SUMMER THUNDER		X			X		
WIND		X				X	
DAM FAILURES:							
LEWISTON			X		X		
TRINITY				X	X		
KLAMATH			X		X		
DROUGHT		X			X		
EARTHQUAKES:							
CASCADIA MEGATHRUST			X				X
FRACTURE FAULTS		X				X	
EXPLOSIONS		X				X	
FIRES:							
MAJOR STRUCTURAL		X				X	
CHEMICAL		X				X	
WILDLAND		X			X		
FLOODS:							
FLASH		X				X	
MUD FLOWS & FLOODS		X				X	
RIVERINE			X			X	
FUEL SHORTAGE:							
HEATING FUEL		X				X	
TRANSPORTATION		X			X		
HAZMAT. INCIDENTS:							
ACCIDENTAL		X				X	
ILLEGAL DUMPS		X			X		
LANDSLIDES		X				X	
POWER FAILURE (ELECTRIAL)		X				X	
RADIOLOGICAL INCIDENTS:							
NUCLEAR FACILITY	X					X	
TRANSPORTATION	X					X	
TERRORISM: ACTS OF		X				X	
TRANSPORATION ACCIDENTS:							
AIRCRAFT		X				X	
VEHICULAR		X					X
TSUNAMI	N/A	N/A	N/A	N/A	N/A	N/A	N/A
VOLCANO	X					X	
WAR: ACTS OF (NUCLEAR)	X					X	
WATER SUPPLY:							
CONTAMINATION	X					X	
SHORTAGE OF	X				X		



# HOOPA VALLEY TRIBAL EMERGENCY OPERATIONS PLAN

## LIST OF SECONDARY EFFECTS

P R I M A R Y	D I S A S T E R	D B A U M I A L G D E I D N G S	C B O R L I D A G P E S S D	C B O U L L A D P I S N E G S D	C R O O L A L D A W P A S Y E S D	D L A E M W I F S A T I O N L U R E	D T A R M I N F I A T I Y L U R E	D K A L M A M F A T H I H L U R E	E P V A R C T U I A A T L I O N	E T V O A T C A U L T I O N	E X P L O S I O N S	F S I T R R E U C M T A U J R O A R L	F I R E C H E M I C A L	F I R E W I L D L A N D	F M L U D O D F S L O F W L S A S H /	F R I S O I D N G S L O W	H R A E Z L M E A A T S E S	L A N D S L I D E S	R I A N C I I O D E L O N G T I S C A L	R E C O V E R Y	M I T I G A T I O N
COASTAL STORMS:																					
SEVERE WINTER		X		X	X	X	X	X	X	X	X	X	X		X	X	X	X		X	X
SUMMER THUNDER		X			X				X		X	X	X	X	X		X	X		X	X
WIND		X		X							X	X	X				X			X	X
DAM FAILURES:																					
LEWISTON		X	X	X	X		X		X							X	X	X		X	X
TRINITY		X	X	X	X					X						X	X	X		X	X
KLAMATH		X			X				X							X		X		X	X
DROUGHT														X							X
EARTHQUAKES:																					
CASCADIA MEGATHRUST		X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X
FRACTURE FAULTS		X			X				X		X	X	X	X			X	X		X	X
EXPLOSIONS		X		X					X			X	X	X			X			X	X
FIRES:																					
MAJOR STRUCTURAL		X		X					X		X		X	X			X			X	X
CHEMICAL									X								X			X	X
WILDLAND									X								X			X	X
FLOODS:																					
FLASH		X			X				X						X		X	X		X	X
MUD FLOWS & FLOODS		X	X	X	X	X	X	X	X		X	X	X		X		X			X	X
RIVERINE		X	X	X	X	X	X	X	X							X	X	X		X	X

# HOOPA VALLEY TRIBAL EMERGENCY OPERATIONS PLAN

## LIST OF SECONDARY EFFECTS

P R I M A R Y	D I S A S T E R	D B A U M I A L G D E I D N G S	C B O R L I D A G P E S S D	C B O U L L D A D P I S N S E G D S	C R O O L L D A W P A I S Y E S D	D L A E M W I F S A T I O N U R E	D T A R M I N F I A T I Y L U R E	D K A L M A M F A T H I H L U R E	E P V A R C T U I A A T L I O N	E T V O L C A T I O N	E X P L O S I O N S	F S I T R R E U C M T A U J R O A R L	F I R E C H E M I C A L	F I R E W I L D L A N D	F M L U D O D F S L O F W L A S H /	F R I O V O E M E D R I N E	H R A E Z L A A T S E S	L A N D S L I D E S	R I A N C I O D E L O N G T I S C A L	R E C O V E R Y	M I T I G A T I O N	
FUEL SHORTAGE:																					X	X
HEATING FUEL						X	X		X												X	X
TRANSPORTATION						X	X														X	X
HAZMAT. INCIDENTS:																						
ACCIDENTAL						X	X		X					X							X	X
ILLEGAL DUMPS									X					X							X	X
LANDSLIDES		X	X	X	X	X	X	X	X			X	X	X				X			X	X
POWER FAILURES (ELECTRICAL)						X	X	X	X									X			X	X
RADIOLOGICAL INCIDENTS																						
NUCLEAR FACILITY									X												X	X
TRANSPORTATION									X									X			X	X
TERRORISM: ACTS OF		X		X					X		X	X	X	X				X			X	X
TRANSPORTION ACCIDENTS:																						
AIRCRAFT											X	X	X	X				X			X	X
VEHICULAR						X	X	X			X	X	X	X							X	X
VOLCANO									X									X			X	X
WAR: ACTS OF (NUCLEAR)									X									X			X	X
WATER SUPPLY:																						
CONTAMINATION									X												X	X
SHORTAGE OF									X						X						X	X
WAR: ACTS OF (NUCLEAR)									X									X			X	X
WATER SUPPLY:																						
CONTAMINATION									X												X	X
SHORTAGE OF									X						X						X	X

# HOOPA VALLEY TRIBAL EMERGENCY OPERATIONS PLAN

## LIST OF SUBSEQUENT IMPACTS

P R I M A R Y	D I S A S T E R	A L N A I R M G A E L S A T	A D N E I C M E A A L S E D	C D A E U C S E A A L S I E T D I E S	C M A E U D S I L A C L A I L T I E S	C F O A M I M L U U N R I E C A R T A I D O I N O S	C F O A M I M L U U N R I E C A P T H O I O N E S	D E B R I S R E M O V A L	D C I I S T P I L Z A E C N E S D	F O O D S H O R T A G E	F H U E A L T I S N H G O R T	F V U E H L I C S L M E H O R T	G R O E V L E O R C N A M T E I N O N	H A I E A R L T P H O L P L R U O B I L O N E M S	H D I E A S L E T H S E P R O B L E M S	P O W E R F A I L U R E	S E A R C H & R E S C U E	S E C U R I T Y	V A E C H I C L E N T S	W A T E R S H O R T A G E	W A T E R P O L L U T I O N
COASTAL STORMS:																					
SEVERE WINTER		X	X	X	X	X	X	X	X	X	X	X				X	X	X	X	X	X
SUMMER THUNDER								X								X	X	X	X	X	
WIND								X	X							X	X	X	X	X	
DAM FAILURES:																					
LEWISTON		X	X			X	X	X	X	X	X	X	X		X	X	X	X	X	X	X
TRINITY		X	X			X	X	X	X	X	X	X	X		X	X	X	X	X	X	X
KLAMATH		X	X					X	X							X	X	X	X		
DROUGHT			X												X						X
EARTHQUAKES:																					
CASCADIA MEGATHRUST		X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X
FRACTURE FAULTS		X			X	X	X	X	X						X	X	X	X	X	X	X
EXPLOSIONS				X	X	X	X	X	X					X		X	X	X	X	X	
FIRES:																					
MAJOR STRUCTURAL				X	X				X					X			X	X			
CHEMICAL				X	X				X					X				X			
WILDLAND		X												X		X		X		X	

# HOOPA VALLEY TRIBAL EMERGENCY OPERATIONS PLAN

## LIST OF SUBSEQUENT IMPACTS

P R I M A R Y	D I S A S T E R	A L N A I R M G A E S A T	A D N E I C M E A A L S E D	C D A E U C S E A A L S I E T D I E S	C M A E U D S I A C L A I L T I E S	C F O A M I M L U U N R I E C A R T A I D O I N O S	C F O A M I M L U U N R I E C A P T H I O N E S	D E B R I S R E M O V A L	D C I S T P I L Z A E C N S D	F O O D S H O R T A G E	F H U E A L T I S N H G O R T	F V U E H E L I C S L H E O R T	G R O E V L E O R C N A M T E I N O T N	H A E I A R L P H O L P L R U O B I L O E N M S	H D E I A S L E T A H S E P L R O B L E M S	P O W E R F A I L U R E	S E A R C H & R E S C U E	S E C U R I T Y	V A C H I C L E N T S	W A T E R S H O R T A G E	W A T E R P O L L U T I O N
FUEL SHORTAGE:																					
HEATING FUEL				X	X				X		X										
TRANSPORTATION												X				X					
HAZMAT INCIDENTS:																					
ACCIDENTAL			X	X	X				X			X	X	X			X	X	X	X	X
ILLEGAL DUMPS									X					X				X			X
LANDSLIDES			X	X	X		X	X	X		X	X				X	X	X	X	X	X
ELECTRICAL FAILURES				X	X	X	X		X	X		X	X			X		X	X	X	
RADIOLOGICAL INCIDENTS:																					
NUCLEAR FACILITY				X	X										X				X		X
TRANSPORTATION			X	X	X				X				X	X				X	X	X	X
TERRORISM, ACTS OF:			X	X	X	X	X	X	X			X	X	X	X	X	X	X	X	X	X
TRANSPORTATION ACCIDENTS:																					
AIRCRAFT				X	X												X	X	X		X
VEHICULAR				X	X		X									X	X	X	X		X
VOLCANO			X	X	X			X	X				X	X	X		X		X	X	X
WAR, ACTS OF: (NUCLEAR)			X	X	X				X	X	X	X	X	X	X				X	X	X
WATER SUPPLY:																					
CONTAMINATION			X	X	X				X				X		X					X	X
SHORTAGE OF			X	X	X				X				X		X			X		X	X

## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

The foundation of this plan is the State of California's Standardized Emergency Management System (SEMS). SEMS was an outcome of the 1991 East Bay Hills Fire in Oakland and provides for a common organization, terminology, and resource management systems. It provides for top down, expandable, flexible, adaptable organizations. It also efficiently supports technical (field) operations where the effects of the disaster occur. SEMS includes the Incident Command System (ICS), mutual aid, multi/inter-agency coordination and the operational area concept. There are five levels to the SEMS hierarchy: field, local, operational area, regional and state.

SEMS requires the activation of five functions: Management, Plans/Intelligence, Operations, Logistics, and Finance/Administration. In some instances, the functions could be assigned and performed by one person or agency. However, there may also be a need to activate beyond the five functions and break the functions into branches and units, such as a law enforcement branch of Operations. SEMS, at all levels, needs to be flexible to the situation and expand or contract as necessary.

The Hoopa Valley Tribal Emergency Operations Organizational Chart, located at the end of this section, depicts the Hoopa Valley Tribe's SEMS organization and includes the Federally required emergency management positions. The Response and Recovery Function Chart lists the sub-units by function that may be activated based on need. A brief description of each position and function is provided below followed by a list of assigned responsibilities to each. The training necessary, listed by position, in order to accomplish the assigned function is outlined in the "Training Requirements and Qualifications" section located in the appendices.

Management Section: Coordinates the Tribe's emergency response. Establishes the emergency policies, and is responsible for activation and deactivation of emergency response.

Tribal Council: Establishes the Reservation's policies, procedures and proclaims a state of local emergency. The Tribal Council is also the Tribal Emergency Response Committee (TERC) as required by Title III of SARA.

Tribal Chairman: The Director of Emergency Services (DES), as required by FEMA DR-1044/46, is responsible for overall response and recovery operations. The DES is also responsible for notifying personnel with Emergency Operating Center assignments. The DES may delegate operational control (incident command) to a field officer.

Tribal Safety Officer: Ensures personnel safety and monitors situation to ensure safe practices, prevents and modifies all unsafe operations and coordinates all field safety officers. The Safety Officer's position is required by 29 CFR 1910.120b, "Hazard Waste Operations & Emergency Response".

Tribal Public Information Officer: Issues news releases, provides focal point for media, coordinates all public releases for the Tribe including emergency broadcast procedures and coordinates VIP liaison and field PIO's.

Local Emergency Planning Committee: Conducts hazard analysis, pre event response planning, pre event resource planning, exercise & evaluation of the plans, and prepares the after action reports. LEPC, as required by Title III of SARA and established by the Tribal Council, consists of representatives from:

- Tribal Environmental Protection Agency (TEPA) - Lead agency
- Tribal Police Department
- K'ima:w Medical Center
- Public Utilities District (PUD)
- Tribal Fire Department
- Office of Research & Development (ORAD)
- Office of Tribal Attorney (OTA)

Recovery & Mitigation: Pre planning, pre mitigation, recovery and mitigation are the responsibilities of the Tribal Authorized Representative (TAR) and the Recovery & Mitigation (R&M) committee. Recovery & Mitigation committee is headed by the Tribal Vice Chairman (TAR) and is assisted by the Assistant TAR, an assigned member of the Tribal Council. The R & M Committee consists of but is not limited to representatives from:

- Land Management
- Tribal Environmental Protection Agency
- Forestry
- Roads
- Public Utilities District
- Office of Research & Development
- Human Services
- Tribal Fire Department

Administrative Support: Administrative personnel providing support to the management section include self-governance, agency liaison, and legal.

Operations Section: Coordinates the Tribe's operations in support of the emergency response through implementation of this EOP. Pre identified branches include the following:

- Care & Shelter: Coordinates sheltering and feeding.

- Law Enforcement: Coordinates overall law enforcement in support of response to the emergency. This may involve traffic control or other associated law enforcement duties including evacuation, perimeter control, access control, and obtaining and providing mutual aid. Law enforcement mutual aid operates on a day-to-day basis as well as during emergencies.
- Fire & Rescue: Coordinates overall fire and rescue activities. May include fire suppression, fire inspections, support to medical response, and the coordination of fire and rescue mutual aid. This system, like law enforcement, operates on a day-to-day basis, as well as during emergencies.
- Hazardous Materials: Coordinates hazardous materials response. This may involve material identification, remedial actions, disposal, containment, personal safety, and other response recovery actions. Hazardous material mutual aid is coordinated through fire and rescue for incident first response.
- Medical/Health: Coordinates field-level medical response, hospital operations, and patient support and mutual aid requests.
- Utilities: Coordinates mutual aid, repairs to water & sewer systems.
- Roads: Coordinates mutual aid, repairs to streets and roads, and debris removal.
- Air Operations: Coordinates all air operations involved in the response. This could involve both fixed wing and rotary air craft and requires the Branch Director and his Group Leaders have knowledge of aircraft operations and aviation procedures. The Director is assisted by an Air Support Group Leader and an Air Tactical Group Leader.

Planning/Intelligence Section: Collects, evaluates and disseminates information, develops an action plan, maintains documentation and identifies any potential future emergency response concerns. As with the other sections, there may be a need to activate branches to ensure the Planning/Intelligence Section is fully functional.

- Situation Status & Analysis: Develops situation reports for the operational period.
- Documentation: Maintains the logs and other documents associated with the disaster in order to reconstruct events for reimbursement and lessons-learned, as well as identify future training needs and issues. Ensures critical information is available to everyone in the EOC through status boards, computer display or other means.

Logistics Section: Procures facilities, personnel, equipment and materials for the emergency response. Branches that should be considered for activation are:

- Communications: Oversees the purchasing, leasing, renting, or assignment of communications equipment to include radio, telephone and supporting devices.

- Transportation: Obtains and coordinates transportation resources, schedules commercial transportation for emergency personnel and shipments of resources.
- Resource Management: Oversees assignment of emergency materials, personnel services and equipment of the jurisdiction and initiates mutual aid requests.
- Personnel: Provides staffing for emergency response.
- Facility Support: Ensures the full-functioning of the Emergency Operations Center by maintaining needed supplies, including janitorial services, feeding services, materials, etc.

Finance/Administration Section: Oversees the financial activities and administrative aspects not assigned to other functions. Branches that may need to be activated to support this function are:

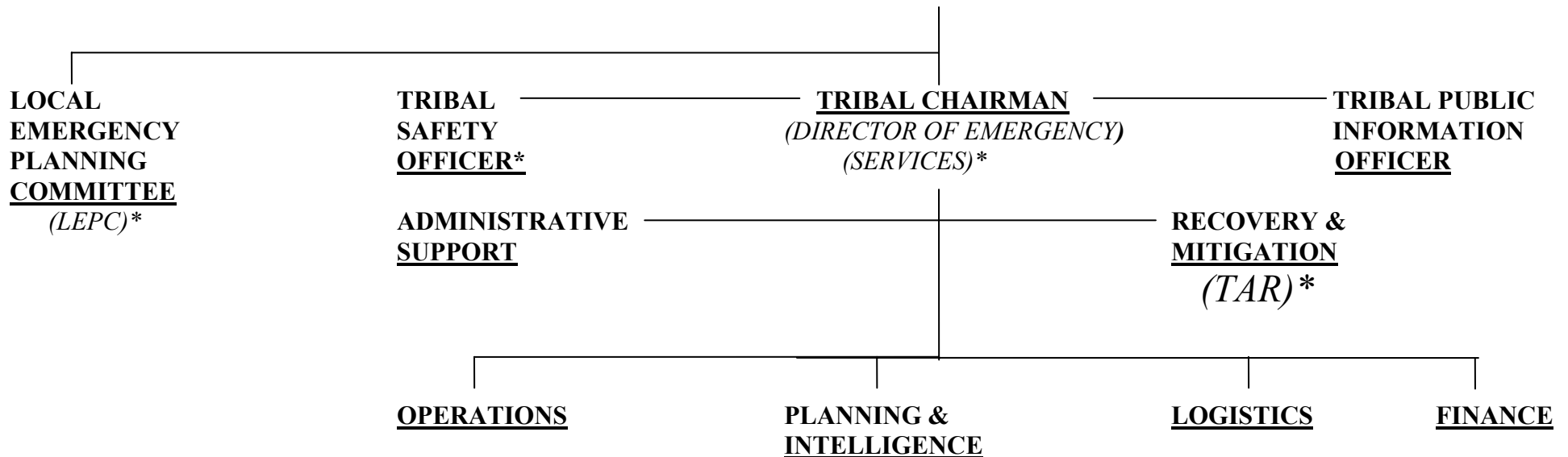
- Timekeeping: Maintains personnel work logs and time sheets for the emergency response.
- Cost Accounting: Provides cost analysis of EOC operations, ensures payment for all materials and personnel services. Maintains accurate records of all financial transactions in support of the disaster.
- Procurement: Purchases, rents, or leases equipment, services, and resources necessary to the emergency response.

There may be a need to develop additional branches based on need, such as a rental/lease coordinator for long-term equipment and facility needs.



**HOOPA VALLEY TRIBAL**  
**EMERGENCY OPERATIONS ORGANIZATIONAL CHART**  
**(SEMS)**

**TRIBAL COUNCIL**  
**(TERC)\***  
*POLICY*



**TERC:** TRIBAL EMERGENCY RESPONSE COMMISSION, “Emergency Planning and Community Right-to-Know Act”, Title III of SARA

**DIRECTOR OF EMERGENCY SERVICES:** “HAZARD MITIGATION PLAN” FEMA DR-1044/46

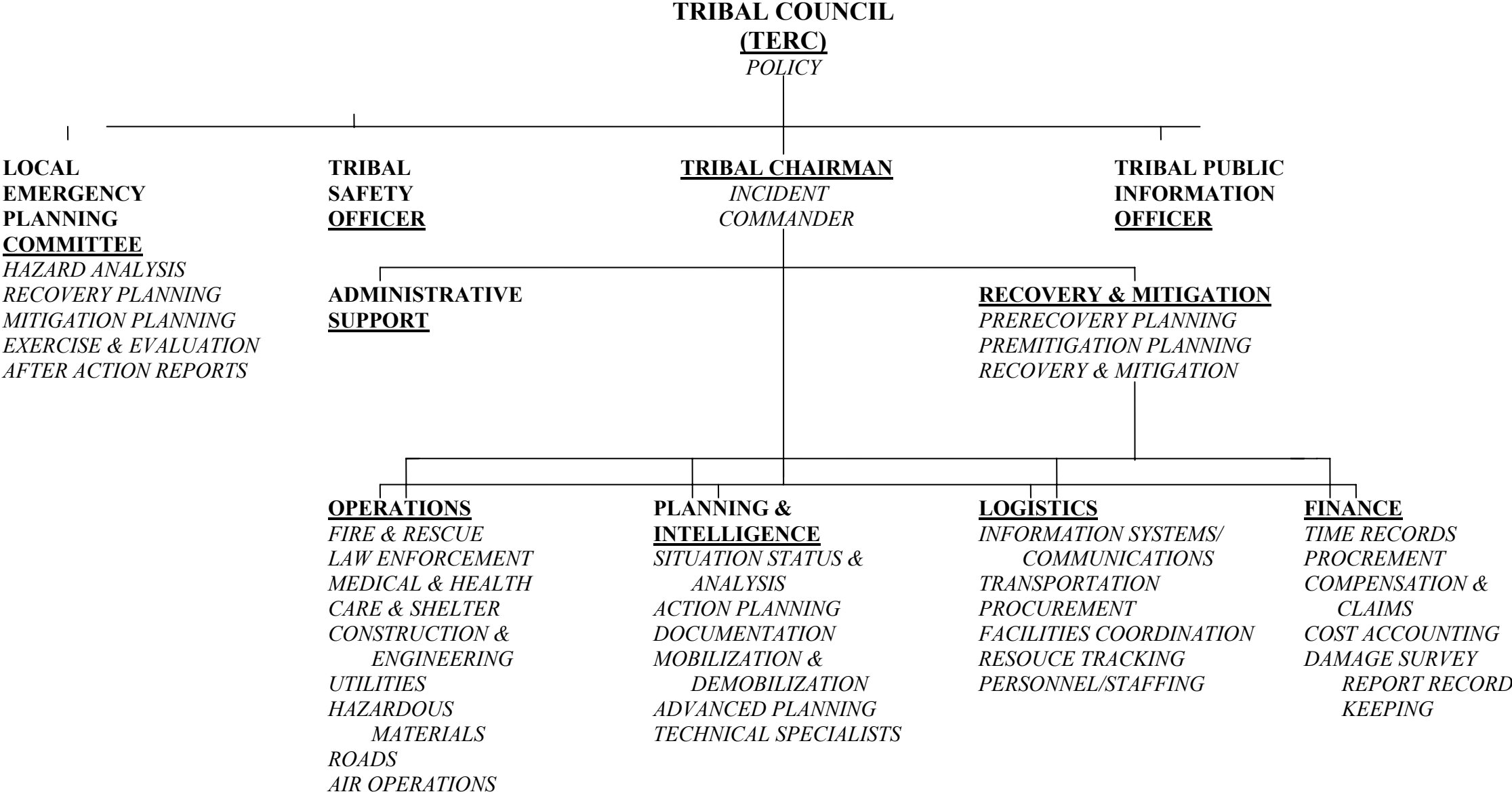
**LEPC:** LOCAL EMERGENCY PLANNING COMMITTEE, “Emergency Planning and community Right-to-Know Act”, Title III of SARA

**TAR:** TRIBAL AUTHORIZED REPRESENTATIVE: “Uniform Administrative Requirements for Grants & Cooperative Agreements”, 44CFR 206, 207, 11, 13, 14

(Public Assistance Administrative Plan)

**SAFETY OFFICER:** “Hazardous Waste Operations & Emergency Response”: 29 CFT 1910.120b

**HOOPA VALLEY TRIBAL**  
**RESPONSE & RECOVERY FUNCTION CHART**  
**(SEMS)**



## **TRIBAL COUNCIL**

The Tribal Council establishes the Reservation's policies and procedures and during an emergency has the following additional responsibilities:

- Upon notification of a Level II emergency, as defined in this plan, the Tribal Council will convene as soon as possible and serve as the governing body of the Emergency Services Organization.
- Proclaiming a local emergency or ratifying a proclamation made by the Tribal Chairman (Director of Emergency Services).
- Request through the Humboldt Operational Area for the County of Humboldt Board of Supervisors to include the Reservation in any declared State of Local Emergency.
- Requesting the Governor of the State of California to include the Reservation in any declared State of Emergency.
- Approve mutual aid agreements, Joint Power Agreements, and Memorandum of Understandings involving other jurisdictions and the Tribe regarding emergency operations.
- Initiating procedures (immediate and long term planning) to recover from the disaster, restore the community and mitigate hazards as much as possible.
- Staying available to assist and reassure Tribal members and citizens of the Valley.
- Continue to govern the Reservation.

The Tribal Council seating as the Tribal Emergency Response Commission as required by Title III of SARA (chemical hazards) is responsible for the following:

- Designate local emergency planning districts;
- Appoint a local emergency planning committee (LEPC) to serve each of the districts;
- Coordinate and supervise LEPC activities;
- Coordinate proposals for and distribution of Federal training grant funds;
- Review LEPC plans, recommending any needed changes;

- Notify EPA of all facilities covered under emergency planning requirements, or designated by the TERC as subject to the requirements of Title III, SARA;
- Establish procedures for receiving and processing public requests for information collected under Title III;
- Ask for further information about a particular chemical or facility, when needed;
- Request information from EPA on the health effects of chemicals that EPA has agreed to designate “trade secret,” and ensure that this information is available to the public;
- Take civil action against facility owners or operators who fail to comply with reporting requirements.

## **TRIBAL CHAIRMAN**

The Tribal Chairman serves as the Director of Emergency Services and will provide direction and control of the Emergency Services Organization. The Director of Emergency Services (DES) assumes responsibility of the overall response and recovery operations and has the assigned tasks as listed below:

- Upon notification, analyze the emergency situation and decide how to respond quickly, appropriately and effectively. Including reporting to the EOC if appropriate.
- Activating this plan, including any applicable annexes, and any other supporting plans, at the onset of an emergency and deactivating it at the conclusion of an emergency.
- Directs tasked departments and programs to ensure response personnel report to the appropriate locations (EOC, emergency scene, work center, staging area, etc.) in accordance with the EOP.
- Activates the Emergency Operations Center (full or partial activation) when appropriate and determines which function coordinators, department or program managers are to report to the EOC.
- Provides overall direction of emergency response operations, until an emergency scene is established and an IC assumes this responsibility. If appropriate, identifies and establishes contact with the IC(s) in the field and/or designates an IC to direct tactical operations at each emergency scene. (For emergency situations that occur with little or no warning, an IC may already have responded to the scene and taken charge before notification of the DES.)
- Directs the implementation of protective actions for public safety, which could include issuing an evacuation order, and order opening of mass care facilities.
- Negotiate, coordinate and prepare mutual aid agreements, Joint Power Agreements, Memorandum of Understandings and present same to the Tribal Council.
- Coordinate response efforts with other jurisdictions.
- Request the Tribal Council to proclaim the existence or threat of existence of a “local emergency” if the Council is in session, or issue such proclamation if Council is not in session.

- Ensure that alternate operating locations are available should the primary location suffer damage, become inaccessible, or require evacuation. (Alternate operating locations provide a means to continue organizational functions.) If necessary, directs EOC staff to relocate to the alternate EOC to continue operations.
- Serves as primary spokesperson before the media and gives final approval to release of emergency instructions and information or delegates function to the PIO.
- Requests the County of Humboldt and/or the State of California to activate their respective Emergency Operating Centers and to activate warning systems including Emergency Alert Systems (EAS).
- When appropriate, terminates response operations and releases personnel and resources.
- Delegates any and all tasks deemed appropriate to facilitate emergency operations.

The Tribal Chairman as the Director of Emergency Services also:

- Ensures that all departments and program managers submit reports to the EOC relating to their expenditures and obligations during emergency conditions.
- Ensures that required daily situation resource consumption, resource shortfall, etc. report(s) are submitted to the County's OES, State OES or Federal Coordinator as appropriate.
- Ensures that mass care services daily status reports are being provided either by the Tribal organizations, volunteer agencies or other nongovernmental organizational agencies to the EOC, County, State or Federal.
- Identifies by title or position the individuals responsible for serving as Incident Commanders, EOC Manager, Health & Medical Coordinator, Communications Coordinator, Warning Coordinator, Public Information Officer, Evacuation Coordinator, Mass Care Coordinator and Resource Manager.
- Identifies by title or position the individuals assigned to work in the EOC during emergencies.

- Ensures that lines of succession for key management positions are established to ensure continuous leadership and authority of emergency actions and decisions in emergency conditions.
- Provides for the protection of records, facilities and organizational equipment deemed essential for sustaining government functions and conducting emergency operations.

## **PUBLIC INFORMATION OFFICER**

The Public Information Officer (PIO), under the direction of the DES, serves as the coordination point for all media releases and the following tasks as appropriate:

- Ensure that the public within the affected area receives complete, accurate and consistent information about life safety procedures, public health advisories, relief and assistance programs and other vital information.
- Rapidly releases emergency instructions and information to the public through all available means.
- Establishes and maintains a positive working relationship with local media and guest media representatives.
- Make certain that all media releases and statements are concise, factual, and nonspeculative. Authenticate all sources of information received and verify for accuracy.
- Keep the DES advised of all unusual requests for information and of all major critical or unfavorable media comments. Recommend procedures or measures to improve media relations.
- Monitor for and when appropriate prepare and disseminate a media release that addresses rumor control.
- Coordinate media releases and statement with the Director of Emergency Services prior to release.
- If necessary, establish an on-scene PIO to obtain necessary information and assist and control media.
- Prepares emergency informational packets for release; distributes pertinent material to local media prior to emergencies.
- Ensures that information needs of visually impaired, hearing impaired and non-English speaking audiences are met.
- Develops a PIO plan will include:
  - The listings of media contacts and their deadlines or broadcast schedules.
  - Boilerplate informational releases and alert messages.



- Provide for additional staff positions as necessary listing their functions and any necessary training.
- Prepares a call-down list for disseminating emergency public information (EPI) to groups that do not have access to normal media (e.g., school children).
- When appropriate, contact PIO's from neighboring jurisdictions and the private sector to share information.
- Initiate and maintain a log of incoming and outgoing telephone calls, as well as a log documenting media releases and statements.
- Obtain periodic situation updates from EOC and make situation reports available to the media, and provide a hard copy of news releases to the Humboldt Operational Area PIO.
- Provide "Kodak Points" for news media and provide escorts to accompany media to disaster areas.
- Make necessary accommodations and arrangements for transportation of official visitors.
- Coordinates with animal care and control agency to obtain information for dissemination to the public on the appropriate action that should be taken to protect and care for companion and farm animals, and wildlife during disaster situations.
- Contact the Care & Shelter liaison. Request the location(s) of shelters, obtain the preferred method of contact for disaster welfare inquires (DWI) and the located of the DWI center(s). Prepare and disseminate a media release advising the general public of this information.

## **TRIBAL SAFETY OFFICER**

The Tribal Safety Officer's function is to develop and recommend measures for assuring personnel safety and to access and/or anticipate hazardous and unsafe situations.

There are two Safety Officer positions within the Emergency Services Organization: a command officer, Tribal Safety Officer, and a field safety officer. This checklist concerns the command staff position, TSO, and lists that position's responsibilities.

Only one Tribal Safety Officer will be assigned for the overall emergency. The Tribal Safety Officer may have assistants as necessary. Assistants may represent assisting agencies or jurisdictions and/or may have functional or geographical responsibilities.

The Tribal Safety Officer's responsibilities include:

- Participation in policy meetings, operational planning meetings and serve as a member of the Recovery & Mitigation Committee.
- Identification of hazardous situations associated with the incident.
- Review of the Incident Action Plan and daily IAP's for safety implications.
- Exercise emergency authority to stop and prevent unsafe acts.
- Coordinate the investigation of accidents that have occurred within the incident area. Assistance in the investigation can come from fire, law enforcement, medical, etc.
- Assign assistants as needed.
- Review and approve the medical plan.
- Maintain documentation of pertinent information and safety decisions.

## **LOCAL EMERGENCY PLANNING COMMITTEE**

The Local Emergency Planning Committee is appointed by the Tribal Council (TERC) and is responsible for the following:

- Conduct an analysis of hazards on or near the Reservation, including both fixed facilities and transportation routes;
- Identify in detail the on-reservation and off-reservation resources, both personnel and equipment, available to respond to an emergency;
- Designate a community coordinator and, where appropriate, identify the facilities coordinator to assist in preparing and implementing the plan;
- Describe emergency response procedures;
- Outline procedures for notifying the community that an emergency has occurred;
- Describe methods for determining the occurrence of an emergency and the probable affected area and population;
- Outline evacuation plans;
- Describe a training program for emergency response personnel;
- Present methods and schedules for exercising emergency plans.

## **RECOVERY & MITIGATION OFFICER**

The Tribal Authorized Representative, (44 CFR 11) is also the Local Mitigation Officer as required by 44 CFR 206.402 C (2). This combined position, entitled “Recovery & Mitigation Officer,” is a function of the Tribal Vice Chairman. The Recovery & Mitigation Officer is responsible for the administration and execution of all necessary applications and documents for public assistance on behalf of the Tribe and has general responsibility for the following:

- Maintaining close communication and liaison with FEMA during the recovery period and throughout the duration of each disaster contact.
- Providing guidance, assistance and program management sufficient to ensure compliance with conditions contained within the FEMA-Tribal Agreements and grant.
- Coordinating the activities of Tribal departments in support of disaster assistance activities authorized under the Stafford Act.
- Provide personnel for preliminary damage assessment activities.
- Provide personnel to work with Damage Survey Report (DSR) teams in the preparation of Damage Survey Reports.
- Provide cost information to DSR teams on completed and proposed work.
- Conduct hazard mitigation plan monitoring in accordance with the requirements of the FEMA-Tribal Agreement for Federal major disaster declaration.
- Assist the Tribe and Regional Director to determine that Federal aid is used in accordance with the requirements of the Advisory Council on Historic Preservation Procedures for Historic and Cultural Properties.
- Chair the Recovery and Mitigation Committee as outlined in this plan.

## **OPERATIONS SECTION**

The Operations Section coordinates the operations in support of the emergency response through the Incident Action Plan. The Operations Section is managed by the Operations Section Chief. The Operations Section Chief is a member of the SEMS/ICS general staff. Standard ICS Operations Section units are listed below. Other units may be required to meet discipline specific applications.

- Care & Shelter Unit
- Law Enforcement Unit
- Fire & Rescue Unit
- Hazardous Materials Unit
- Medical/Health Unit
- Utilities Unit
- Roads Unit

## **OPERATIONS SECTION CHIEF**

Responsibilities:

- Assist in the development of the operations portion of the Incident Action Plan.
- Supervise the execution of the Incident Action Plan for Operations.
- Manage tactical operations.
- Request resources needed to implement the Operations Section tactics as part of the Incident Action Plan development (ICS 215).
- Maintain close contact with subordinate positions.
- Ensure safe tactical operations.
- Request additional resources to support tactical operations.
- Approve release of resources from assigned status (not release from the incident).
- Make or approve expedient changes to the Incident Action Plan during the Operational Period as necessary.
- Maintain close communication with the Incident Commander.
- Maintain a unit log.

## **PLANNING & INTELLIGENCE SECTION**

The Planning Section collects, evaluates, processes and disseminates information for use at the incident. When activated, the Section is managed by the Planning Section Chief. The Planning Section Chief is a member of the General Staff. Standard ICS Planning Section units are listed below. Other units may be required to meet discipline specific applications.

- Resource Unit
- Situation Unit
- Documentation Unit
- Demobilization Unit

## **PLANNING SECTION CHIEF**

Responsibilities:

- Collect and process situation information.
- Supervise preparation of the Incident Action Plan.
- Provide input to the Incident Commander and Operations Section Chief in preparing the Incident Action Plan.
- Reassign out-of-service personnel already on-site to ICS organizational positions as appropriate.
- Establish information requirements and reporting schedules for Planning Section units.
- Determine need for such specialized resources in support of the incident.
- If requested, assemble and disassemble strike teams and task forces not assigned to operations.
- Establish special information collection activities as necessary, e.g., weather, environmental, toxics, etc.
- Assemble information on alternative strategies.
- Provide periodic predictions on incident potential.
- Report any significant changes in incident status.

**PLANNING SECTIONS CHIEF - CONT.**

- 
- Compile and display incident status information.
- Oversee preparation of Incident demobilization plan.
- Incorporate the incident traffic plan (from Ground Support) and other supporting plans into the Incident Action Plan.
- Maintain a unit log.

## **LOGISTICS SECTION**

All incident support logistical needs are provided by the Logistics Section with the exception of aviation support. Aviation support is coordinated by the Air Support Group in the Air Operations Branch of the Operations Section.

The Logistics Section is managed by the Logistics Section Chief. The Section Chief may assign a Deputy. A Deputy Chief is most often assigned when all designated units within the Logistics Section are activated. Standard ICS Logistic Section units are listed below. Other units may be required to meet discipline specific applications.

- Supply Unit
- Facilities Unit
- Ground Support Unit
- Communications Unit
- Food Unit
- Medical Unit

The Logistics Section Chief will determine the need to activate or deactivate a unit. If a unit is not activated, responsibility for the unit's duties will remain with the Logistics Section Chief.

## **LOGISTICS SECTION CHIEF**

Responsibilities:

- Manage all incident logistics.
- Provide logistical input to the IC in preparing the Incident Action Plan.
- Brief Branch Directors and Unit Leaders as needed.
- Identify anticipated and known incident service and support requirements.
- Request additional resources as needed.
- Review and provide input to the Communications Plan, Medical Plan and Traffic Plan.
- Supervise requests for additional resources.
- Oversee demobilization of Logistics Section.



## **FINANCE/ADMINISTRATION SECTION**

The Finance/Administration Section is responsible for managing all financial aspects of the incident. Not all incidents will require a Finance/Administration Section. Only when the involved agencies have a specific need for Finance/Administration services will the Section be activated. Standard ICS Finance/Administration Section units are listed below. Other units may be required to meet discipline specific applications.

- Time Unit
- Procurement Unit
- Compensation/Claims Unit
- Cost Unit

## **FINANCE/ADMINISTRATION SECTION CHIEF**

Responsibilities:

- Manage all financial aspects of an incident.
- Provide financial and cost analysis information as required.
- Gather pertinent information from briefings with responsible agencies.
- Develop an operating plan for the Finance/Administration Section; fill supply and support needs.
- Determine need to set up and operate an incident commissary.
- Meet with Assisting and Cooperating Agency Representatives as needed.
- Maintain daily contact with agency(s) administrative headquarters on Finance/Administration matters.
- Ensure that all personnel time records are accurately completed and transmitted to home agencies, according to policy.
- Provide financial input to demobilization planning.
- Ensure that all obligation documents initiated at the incident are properly prepared and completed.
- Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up.

## **FUNCTIONAL RESPONSIBILITIES MATRICES**

Emergency management positions and departments are assigned primary, secondary or support responsibilities by function. Primary responsibility (P) means that the unit has the lead role in accomplishment of the function assigned. Secondary responsibility (S) units provide assigned support to the lead unit. Departments with support (SP) responsibilities provide assistance to all or many departments and functions. All Tribal departments or programs provide assistance to the response and recovery effort. The following three (3) matrices, Tribal departments and programs, local jurisdictions and agencies, and federal departments and agencies, depict the below specific disaster related functions and their assigned responsibility:

- Alert & Warning
- Communications
- Situation Analysis
- Management
- Public Information
- Fire & Rescue
- Traffic Control
- Evacuation
- Law Enforcement
- Medical
- Public Health
- Coroner
- Care & Shelter
- Hazardous materials
- Search & Rescue
- Construction & Engineering
- Supply & Procurement
- Personnel
- Roads
- Transportation
- Utilities
- Radiological

# HOOPA VALLEY TRIBAL EMERGENCY OPERATIONS PLAN

## FUNCTIONAL RESPONSIBILITIES OF DEPARTMENTS & PROGRAMS

DEPARTMENT S	& PROGRAMS	AW LERNING &	COMMUNICATIONS	SANITATION	MANAGEMENT	PUBLIC WORKS	FIRE - RESCUE	TRANS PORTATION	EVA CUATION	LAN FOR CE MENT	MEDICAL	PH BL L I T H	CORONER	CS ARELTER	HMA ZERR DIA ULS	S RE ARC H E &	C O N G I N T R E U E C R I T I O N &	S P O C U R E M E N T	P E R S O N N E L	ROADS	TRANSPORTATION	UTILITIES	RADIOLOGICAL	
TRIBAL COUNCIL				P																				
TRIBAL CHAIRMAN				P																				
SAFETY OFFICER				P																				
PUBLIC INFORMATION OFFICER	S				P																			
TRIBAL POLICE DEPT.	P		S		SP	S	P	P	P				S			S								
EMERGENCY DISPATCH	S	P			SP																			
FIRE MANAGEMENT	S	S	S		SP	P	S									P								
K'IMA:W MEDICAL CENTER										P	P	P												
K'IMA:W AMBULANCE	SP									S		S										SP		
HUMAN SERVICES								SP			S		S									P		
HOOPA HOUSING AUTHORITY														P										
PUBLIC UTILITIES DIST.								SP	SP						S	SP	S						P	
ORAD / BUSINESS SERVICES			P																					
FISCAL				P															S					
PROPERTY																		P						
ADMINISTRATIVE SUPPORT				S														SP	SP					
ENVIRONMENTAL PROTECTION			S									S			P									P
ROADS							S	SP								SP	S				P			S
COMMUNICATIONS:RADIO/PAPER	S	S			S																			
PERSONNEL																						P		
FORESTRY						S		SP		SP						S								
FOREST INDUSTRIES						S										SP						S	S	
FISHERIES															S									S
AMERICORPS	S					SP	SP	SP		SP				SP	SP	S			SP			SP	SP	SP
ALL OTHER DEPTS. & PROGRAMS	SP	SP	SP	SP	SP	SP	SP	SP	SP		SP			SP	SP	SP	SP	SP	SP	SP		SP	SP	

P = PRIMARY RESPONSIBILITY

S = SECONDARY RESPONSIBILITY

SP = SUPPORT RESPONSIBILITY

# HOOPA VALLEY TRIBAL EMERGENCY OPERATIONS PLAN

## FUNCTIONAL RESPONSIBILITIES OF LOCAL JURISDICTIONS & AGENCIES

D E P A R T M E N T	& A G E N C I E S	A W L E R N T I N G &	C O M M U N I C A T I O N S	S A N I T A R Y I N S P E C T I O N	M A N A G E M E N T	P U B L I C S E C U R I T Y	F I R E - R E S C U E	T R O O T F R O M C L I M A T E	E V A C U A T I O N	L E A N W F O R C E M E N T	M E D I C A L	P U B L I C H E A L T H	C O R O N E R	C A R E & S H E L T E R	H U M A N I T A R I A N S	S E R V I C E S & C O U N S E L I N G	C O N G R E S S I O N & S P O R T S	P E R S O N N E L	P E R S O N N E L	T R A N S P O R T A T I O N	U T I L I T I E S	R A D I O L O G I C A L
COUNTY OF HUMBOLDT																						
OFFICE OF EMERGENCY SERVICES		P2	P2			S2			S2									S2	S2			
SHERIFF'S DEPARTMENT		P2	P2					S2	S2	P1						S2	P2					
BUILDING INSPECTORS																	S3					
CORONER													P1									
ENVIRONMENTAL HEALTH															P2							P2
PUBLIC HEALTH												P2										
PUBLIC WORKS																	S3				S3	
SOCIAL SERVICES														S2								
STATE OF CALIFORNIA																						
DIVISION OF FORESTRY (CDF)							S3															
FISH & GAME, DEPT. OF																P1						
HIGHWAY PATROL (CHP)										P1												
TRANSPORTATION, DEPT. OF									S1													
WATER RESOURCES, DEPT. OF		P1		P1																		
NATIONAL GUARD							S3										S3	S3		S3		
US GOVERNMENT																						
COAST GUARD																	S3					
SIX RIVERS NATIONAL FOREST							S2															
PRIVATE AGENCIES & BUSINESSES																						
GTE TELEPHONE			P																			
PACIFIC GAS & ELECTRIC																					P	
VOLUNTEER ORGANIZATIONS																						
RED CROSS				S3		S3								S3		S3						
SALVATION ARMY														S3								
ARES (HAM RADIO)			S3																			

P = PRIMARY RESPONSIBILITY

1 = LEGAL JURISDICTION WITHIN RESERVATION

4 = MUTUAL AID PER MUTUAL AID AGREEMENT

S = SECONDARY RESPONSIBILITY

2 = JOINT JURISDICTION WITHIN RESERVATION

5 = VOLUNTEER ORGANIZATION

3 = MUTUAL AID PER STATE OF CALIF.

# HOOPA VALLEY TRIBAL EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION OF FEDERAL DEPARTMENTS & AGENCIES

D E P A R T M E N T	& A G E N C I E S	A W L E R N T I N G &	C O M M U N I C A T I O N S	S A N I T A Y T S I O N	M A N A G E M E N T	P U B L I C I N F O R M A T I O N	F I R E - R E S C U E	T R O O P F I C I L	E V A C U A T I O N	L A N W F O R C E M E N T	M E D I C A L	P U B L I C H E A L T H	C O R O N E R	C A R E & S H E L T E R	H M A Z A R D I O U S	S R E A S C U E &	C O N S T R U C T I O N &	S P O R T S C I E N C E & M E N T	P E R S O N N E L	T R A N S P O R T A T I O N	U T I L I T I E S	R A D I O L O G I C A L
AGRICULTURE, DEPARTMENT OF			S	S			P				S	S			P	S	S	S	S	S	S	
COMMERCE, DEPARTMENT OF			S	S			S								S	S		S	S		S	S
DEFENSE, DEPARTMENT OF			S	S			S				S	S			S	S	S	P*	S	S	S	P
EDUCATION, DEPARTMENT OF				S																		
ENERGY, DEPARTMENT OF				S													S	S	S	S	P	
HEALTH & HUMAN SERVICES, DEPT. OF				S							P	P			S		S	S	S		S	
HOUSING & URBAN DEV. DEPT. OF															S							
INTERIOR, DEPARTMENT OF			S	S			S									S		S				S
JUSTICE, DEPARTMENT OF				S							S	S				S						
LABOR, DEPARTMENT OF																S	S	S	S		S	S
STATE, DEPARTMENT OF																S				S		
TRANSPORTATION, DEPARTMENT OF			S	S							S	S			S	S	S	S	S	S	P	S
TREASURY, DEPARTMENT OF				S																		
VETERANS AFFAIRS, DEPARTMENT OF											S	S			S		S	S	S		S	
AGENCY FOR INTERNATIONAL DEVELOPMENT											S	S				S						
AMERICAN RED CROSS				S							S	S			P							
ENVIRONMENTAL PROTECTION AGENCY							S				S	S				P	S	S				S
FEDERAL COMMUNICATIONS COMM.			S																			
FEDERAL EMERGENCY MANAGEMENT AGENCY			S	P	P		S				S	S			S	S			S	S		
GENERAL SERVICES ADMINISTRATION			S	S							S	S			S	S	S	S	P	P	S	S
INTERSTATE COMMERCE COMMISSION																					S	
NATIONAL AVIATION & SPACE ADMIN.				S																		
NCS			P	S							S	S							S	S		
NUCLEAR REGULATORY COMMISSION				S												S						S
OFFICE OF PERSONNEL MANAGEMENT																			S	S		
TENNESSEE VALLEY AUTHORITY																	S				S	
US POSTAL SERVICE											S	S			S						S	

P = PRIMARY AGENCY: RESPONSIBLE FOR MANAGEMENT OF THE EMERGENCY SUPPORT SYSTEM

S = SUPPORT AGENCY: RESPONSIBLE FOR SUPPORTING THE PRIMARY AGENCY

\* = US ARMY CROPS OF ENGINEERS: ASSIGNED AS EXECUTING AGENT FOR DEPARTMENT OF DEFENSE

# TRIBAL EMERGENCY MANAGEMENT ROSTER

DEPARTMENT	NAME	TITLE	DISASTER POSITON/FUNCTION	PHONE #
TRIBAL COUNCIL	MERVIN GEORGE, Jr.	CHAIRMAN	DIRECTOR OF EMERGENCY SERVICES	625-4211-102
"	JASPER HOSTLER, Jr.	VICE CHAIRMAN	TAR/RECOVERY & MITIGATION	625-4211-153
"	MARGARET DICKSON	COUNCIL	COUNCIL	624-4211-151
"	ALFRED CARLSON KANE	COUNCIL	COUNCIL	625-4211-152
"	WILFRED COLGROVE	COUNCIL	COUNCIL	625-4211-
"	JOSEPH LeMIEUX	COUNCIL	COUNCIL	625-4211-150
"	CAROL CUNHA	COUNCIL	COUNCIL	625-4211-155
"	LEONARD MASTEN	COUNCIL	COUNCIL	625-4211-156
PEOPLE NEWSPAPER	LORENCITA CARPENTER	MANAGING EDITOR	PUBLIC INFORMATION OFFICER	625-4344
KIDE RADIO STATION	JOE O'ROZCO	RADIO STATION MANAG.	ASST. PUBLIC INFORMATION OFFICER	625-4245
INSURANCE	ELIZABETH TURNER	INSURANCE/RISK MANAG.	SAFETY OFFICER	625-9200
FISCAL	STEVE BURBANK	C.F.O.	FINANCE CHIEF	625-4211-115
LEGAL	BRADLEY DOWNS	TRIBAL. ATTORNEY	PLANNING/MEMBER LEPC/RECOVERY	625-4211-129
PERSONNEL	PAM HAMMOND	HUMAN RES. OFFICER	PERSONNEL	625-4211-110
TRIBAL POLICE	SGT. TONY MATTZ	ACTING POLICE CHIEF	LAW ENFORCEMENT/EMERG. DISPATCH	625-4202
EMERGENCY DISPATCH	SGT. NORVIN HOSTLER	"	LAW ENFORCEMENT/EMERG. DISPATCH	625-4202
FIRE DEPARTMENT	GARY RISLING	FIRE MANAG. OFFICER	FIRE & RESCUE CHIEF	625-4220
HVI HOUSING AUTHORITY	RONNY DAVIS Sr.	EXECUTIVE DIRECTOR	CARE & SHELTER CHIEF	625-4759
K'IMA:W MEDICAL CENTER	EMMITT CHASE	DIRECTOR	MEDICAL & HEALTH CHIEF	625-4261
PUBLIC UTILITIES DIST.	BARBARA FERRIS	GENERAL MANAGER	UTILITIES UNIT CHIEF	625-4543
ENVIRO. PROTECT AGENCY	BOB ULIBERRI	SR. ENVIRO. PLANNER	HAZMAT UNIT CHIEF	625-1004
RESEARCH & DEVELOP.	JACK NORTON III	DIRECTOR	PLANNING/INTELLIGENCE CHIEF	625-4275
ROADS/ROADS PGE CREW	ADOLF BIONDINI	DIRECTOR	ROADS UNIT CHIEF	625-4017
AMERICORP	MERRIS OBIE	SUPERVISOR	SEARCH & RESCUE/ DIRECT SUPPORT	625-0098
FISHERIES	MIKE ORCUTT	DIRECTOR	HAZMAT UNIT DIRECT SUPPORT	625-4267
FOOD DISTRIBUTION	KEITH HOSTLER	DIRECTOR	CARE & SHELTER DIRECT SUPPORT	625-4646
FORESTRY	NOLAN COLEGROVE	FOREST MANAGER	ROADS/PUD DIRECT SUPPORT	625-4284
FOREST INDUSTRIES	ROY AMMON	INTERM CEO	ROADS/PUD DIRECT SUPPORT	625-4253
FORESTRY/NURSERY	ELTON BALDY	MANAGER	CARE & SHELTER DIRECT SUPPORT	625-4206
HUMAN SERVICES	MILDRED GRANT	DIRECTOR	MEDICAL & PUBLIC HEALTH DIRECT SUP.	625-4236
LAND MANAGEMENT	ADRIENNE DRAKE	DIRECTOR	RECOVERY & MITIGATION	625-5515
ARCHIVES	LESLIE CAMPBELL	RECORDS MANAGER	GENERAL SUPPORT	625-4002
CREDIT	JULIE MCINSOSH	MANAGER	GENERAL SUPPORT	625-4211-122
EDUCATION	MARCELLENE NORTON	DIRECTOR	GENERAL SUPPORT	625-4513-29
ELECTION	TERESA CARPENTER	ADM. ASSISTANT	GENERAL SUPPORT	625-4211-132
MUSEUM	DAV ID HOSTLER	CURATOR	GENERAL SUPPORT	625-4110
PLANT MANAGEMENT	RODNEY MCKINNON	DIRECTOR	GENERAL SUPPORT	625-4820
TERO (EQUAL RIGHTS)	MARGARET POWELL	DIRECTOR	GENERAL SUPPORT	625-4227
TIBAL COURT	BYRON NELSON	JUDGE	GENERAL SUPPORT	625-4305
YOUTH CENTER	TONYA DRAKE	COORDINATOR	GENERAL SUPPORT	625-5392
LUCKY BEAR CASINO	KIMBERLEE DODGE	INTERIM MANAGER	GENERAL SUPPORT/SECURITY	625-4048

## **PROCLAMATIONS**

The authority to proclaim a LOCAL EMERGENCY in the Hoopa Valley Indian Reservation is vested in the Tribal Council, if in session, or the Director of Emergency Services (Tribal Chairman) if the Council is not in session. A proclamation of a LOCAL EMERGENCY by the Director of Emergency Services is invalid after seven days unless it is ratified by the Council. In event that the Council ratifies the proclamation and the proclamation extends beyond seven days, the Council must review the need to continue the proclamation at least every fourteen days until the LOCAL EMERGENCY is terminated. In any case, the Council must proclaim the termination of the LOCAL EMERGENCY as soon as conditions warrant.

When the Humboldt County Board of Supervisors declares a local emergency for the County of Humboldt, a separate declaration by the Council need not be declared.

A proclamation of LOCAL EMERGENCY provides the Director of Emergency Services or the Council to:

- Provide mutual aid:
- Receive mutual aid from the Humboldt Operational Area, State or Federal governments:
- In the absence of a STATE OF WAR EMERGENCY or STATE OF EMERGENCY, seek recovery of the cost of extraordinary services incurred in executing mutual aid agreements:
- Promulgate orders and regulations necessary to provide for the protection of life and property:
- Promulgate orders and regulations imposing curfew:

Additionally, certain immunities from liability are provided for in the after a LOCAL EMERGENCY is declared (State of California Emergency Services Act, Chapter 7, Division 1, Title 2, California Government Code).

Copies of emergency proclamations and other legal documents are located in the Legal Documents section of the Appendices.

## **MUTUAL AID**

The Hoopa Valley Tribal Council and the Humboldt Operational Area have entered into a Memorandum of Understanding (MOU) providing for mutual aid. This mutual aid MOU provides that as local resources are depleted, the HVTC may call on the Humboldt Operational Area and its member jurisdictions for assistance.

Mutual aid will not be requested until local resources are committed. These resources are listed in the Tribal Resource Plan. However, when the need for mutual aid is anticipated, this information will be forwarded to the next higher level of the emergency services organization. Mutual aid will be requested and/or provided according to the following principles:

- Mutual aid is requested and provided because it is needed to respond to an emergency, but not because it is anticipated that local government will be reimbursed by the state or federal disaster funds:
- Responding mutual aid personnel and equipment will receive mission assignments from the requesting agency, but will supervise its own personnel:
- The jurisdiction receiving mutual aid will be responsible for furnishing or arranging for lodging and meals:
- The agency supplying mutual aid is responsible for furnishing or arranging for relief crews, including their own transportation:
- When specialized equipment is sent in response to a mutual aid request, trained operators and personnel will accompany it:
- Mutual aid will not be rendered if this will unreasonably deplete Tribal resources:
- There is no reimbursement for mutual aid rendered (other than food and lodging as described above):

Documentation: Individual jurisdictions providing mutual aid will be responsible for maintaining their own logs, time sheets, travel claims and other documentation necessary as prescribed by their jurisdiction.



Multi-purpose staging areas (MSAs): MSAs are pre-designated locations that provide bases for coordinated emergency logistics operations, a destination for incoming mutual aid, and a staging area for support and recovery activities. MSAs should be accessible, have ample parking, and, if possible, have stored fuel and maintenance facilities available.

Mutual aid, requesting, receiving and providing, is outlined in detail in the Tribal Resource Plan.

Copies of Mutual Aid agreements and Memorandum of Understandings are located in the legal Documents section of the Appendices.

## **CONTINUITY OF GOVERNMENT**

A major disaster could include death or injury of key government officials, partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government and industry. Law and order must be preserved and government services maintained.

Continuity of leadership and the government authority is particularly important with respect to emergency services, direction of emergency response operations, and management of recovery activities. Under California's concept of mutual aid, local officials remain in control of their jurisdiction's emergency operations while additional resources may be provided by other jurisdictions upon request. A key aspect of this control is to be able to communicate official requests, situation reports, and other emergency information throughout any disaster condition.

To ensure continuity of government, the following elements must be addressed at all levels:

- Succession to essential positions required in emergency management
- Pre-delegation of emergency authorities to key officials
- Emergency action steps provided in emergency plans and emergency action plans
- Emergency operations centers
- Safeguarding vital records
- Protection of government/industrial resources, facilities, and personnel

The Hoopa Valley Tribal Chairman, or his/her designate, is responsible to ensure the above elements are addressed, maintained and contained in the appropriate plans; EOC plan, Resource Plan, etc. The Chairman's, Director of Emergency Services, responsibilities were outlined earlier in this part.

**PART III:**

**INITIAL**

**RESPONSE**

## **PART III: INITIAL RESPONSE OPERATIONS**

### **CONCEPT OF OPERATIONS**

Initial response operations will be accomplished by Tribal departments, agencies, volunteer organizations and segments of the private sector. During initial response operations, Tribal field responders will place emphasis on saving lives, property, and the environment, controlling the situation, and minimizing the effects of the emergency. The Incident Command System will be used to manage and control the response operations.

The disaster/event may be controlled solely by Tribal emergency responders or with other agencies through the mutual aid system. If the resource available at the field response level are not sufficient to mitigate the situation, the Incident Commander may request that the Tribal Emergency Operations Center be activated to support the field operations.

### **ALERT AND WARNING**

Alert and warning involves the notification of emergency response personnel, as well as notifying the affected public. Hoopa Valley Tribe utilizes an Emergency Alert List to alert and activate its emergency response personnel.

The Emergency Alert List is centered around the five SEMS functions. The list includes personnel who are part of each SEMS function in the Tribal Emergency Operations Center, as well as other technical employees of the Tribe.

The Tribal Police and Fire Management Departments have the primary responsibility in alerting and warning the public, with assistance from the Tribal Public Information Officer and team, as deemed necessary. Alerting and warning the public may be accomplished through the Emergency Alert System, special broadcasts through the Hoopa Valley Tribe's radio station (KIDE fm 91.3), or driving up and down the streets and roads using the public address system.

### **EMERGENCY ALERT LIST**

The Emergency Alert List (EAL) is to be activated and implemented when an emergency or disaster affects the HVIR and poses a major threat to life, property, and/or the environment. The list will only be implemented when directed by a Tribal employee who has been given authority to activate the Emergency Alert List by the Director of Emergency Services. A current copy of the EAL and a list of authorized activators will be maintained in the Tribal Police Department, Tribal Fire Management, and the Emergency Dispatch Center. Additional copies will be maintained at the Humboldt County Sheriff's Department's Emergency 911 dispatch center and the Humboldt Operational Area's EOC.

## **IMPLEMENTATION**

Once activation is requested and properly authorized, the Emergency Alert List will be implemented by either the Emergency Dispatch Center, the Police or Fire personnel. Notifications and alerts begin with the Director of Emergency Services (Tribal Chairman). If the Director cannot be reached, the Tribal Vice Chairman will be contacted. Additional designated successor(s) listed on the EAL will be contacted until someone is reached to assume the Director of Emergency Services' role.

The emergency dispatcher will provide the Director with a complete status of the incident or disaster, identifying damage sustained, current response actions, resource status, etc. Based on the information provided by the dispatcher, the DES will determine what parts of the Emergency Alert List will be implemented, including what sections of the Tribal Emergency Operations Center will be alerted and requested to respond.

Additionally, the dispatchers will confirm whether or not the DES will personally contact and inform the Tribal Council of the situation occurring within in or affecting the HVIR.

The Tribal Emergency Alert List consists of the following parts:

- Management Section;
- Operations Section;
- Planning/Intelligence Section;
- Finance/Administration Section;
- Logistics Section.

Additionally, the Local Emergency Planning Committee or their designate must maintain and keep current the Emergency Alert List and ensure that the dispatch centers and the designated personnel and departments have current copies of the EAL.

## **INCIDENT COMMAND SYSTEM (ICS)**

Introduction: The Incident Command System (ICS) is used to manage an emergency incident. It can be used for both small and large incidents. The system has considerable internal flexibility. ICS can expand or contract to meet different needs of the incident.

For some incidents, and in some applications, only a few of the organizational functional elements may be required. Conversely, if there is a need to expand the organization, additional positions exist within the ICS framework to meet virtually any need. This makes it a very cost-effective and efficient management system.

ICS establishes lines of supervisory authorities and formal reporting relationships. There is complete unity of command as each position and person within the system has a designated supervisor. Direction and supervision follows established organizational lines at all times.

Every incident or event has certain major management activities or actions that must be performed. Even if the incident is very small and only one or two people are involved, these activities will still apply to some degree.

The organization of ICS is based on five major management functions:

- Command
- Operations
- Planning/Intelligence
- Logistics
- Finance/Administration

These five management functions are the foundation upon which the ICS organization develops. They apply to handling a routine emergency, organizing for a major incident, or managing a major response to a disaster.

On small incidents, these major activities may be managed by one person, the Incident Commander (IC). Large incidents usually require that these activities be set up as separate “sections” within the organization. Each of these sections may be further divided into branches, units and groups, as needed.

Command staff consists of the Incident Commander, Deputy Incident Commander, Public Information Officer, Safety Officer and the Liaison Officer. General Staff includes the Section Chief from each Section.

Organization of ICS: The modularity and flexibility for applications of ICS at the Field Response Level allow it to rapidly adjust and build the organization for the function it is to perform. Aside from the Incident Commander, there is no required structure or order in which positions are filled. The ICS organization can be as small as one person, or large enough to handle thousands of emergency responders.

Incidents usually start with a few responders and expand the organization from the bottom up, as necessary. It is not necessary to implement levels of the ICS organization unless they are required.

An important aspect of the modularity in ICS at the Field Response Level is that there is nothing to prohibit the Incident Commander from activating one or more Units in various Sections without first activating the Section organizational element. However, it is important to maintain the ICS principle of span-of-control, one supervisor to five staff members. A typical ICS organization for the Field Response Level is depicted on the following page.

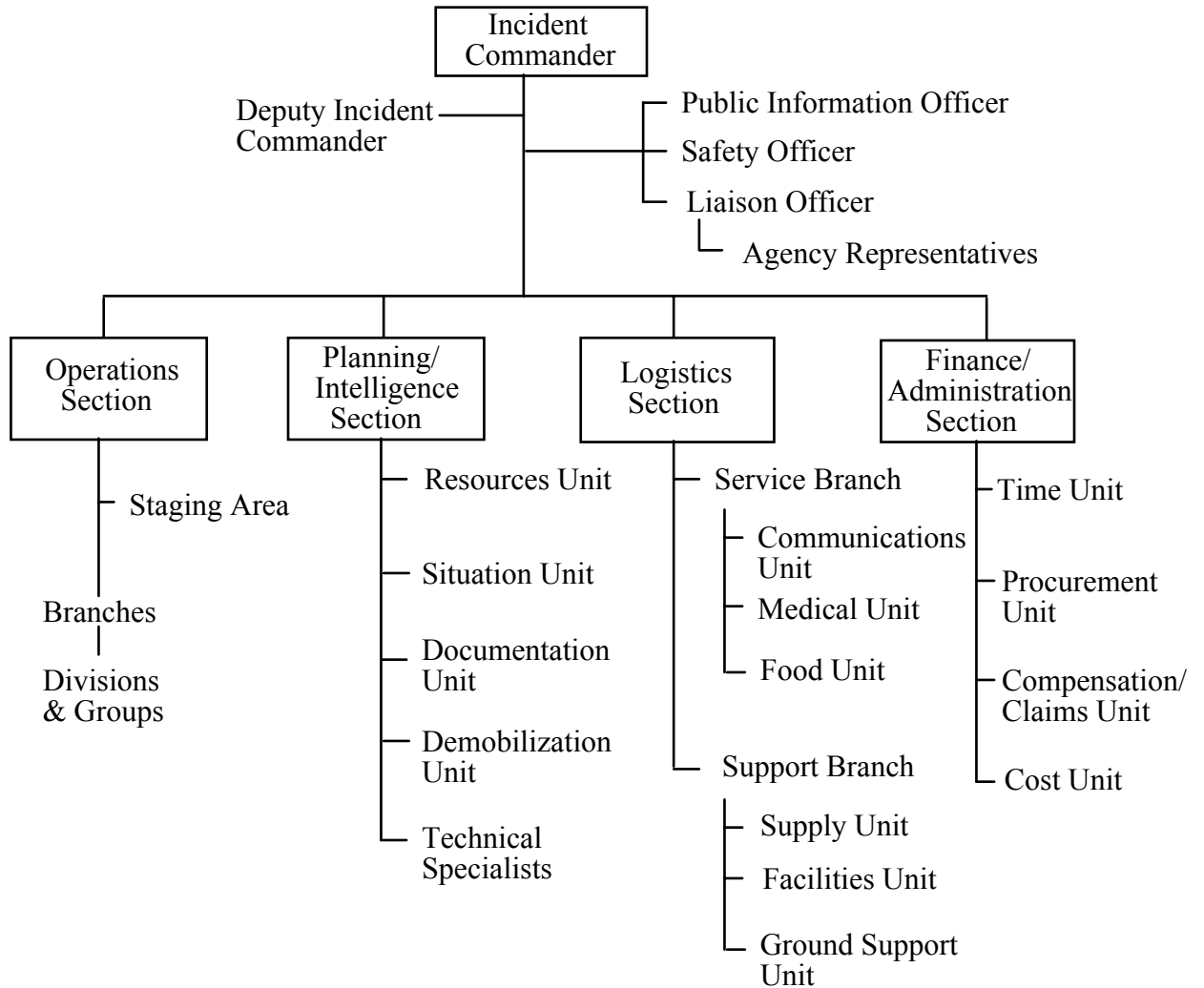
Unified Command: The Unified Command concept will be used at all multi-agency incidents within the Reservation. Unified Command is a procedure that allows all agencies with geographical or functional responsibility to establish together a common set of incident objectives and strategies, and a single Incident Action Plan. This is accomplished without losing or giving up agency authority, responsibility, accountability or sovereignty. In some specific instances such as oil spills or hazmat incidents (EPA), military aircraft incidents (US Air Force) and large wildland fire (US Forest Services), the Incident Commander may be from that federal agency. With those possible exceptions, county, state, federal agencies and private industry with a field response function would be represented in the Unified Command.

Under Unified Command, a single Operations Chief will have the responsibility for implementing and managing the operations portion of the Incident Action Plan.

The use of Unified Command ensures a coordinated multi-agency response. Unified Command procedures assure that agencies retain individual responsibility, authority, and accountability. Unified Command is highly flexible. As the incident changes over time with different disciplines moving into primary roles, the Unified Command structure and personnel assignments can change to meet the need. The primary features of a Unified Command incident organization include:

- A single integrated incident organization;
- Co-located and shared facilities;
- A single planning process and Incident Action Plan;
- Shared planning, logistical, and finance/administration operations;
- A coordinated process for resource ordering.

# Incident Command System Organizational Chart





Additionally, there are several advantages to using Unified Command during multi-agency or multi-jurisdictional incidents. These advantages include:

- A single set of objectives are developed for the entire incident period;
- A collective approach is made in developing strategies to achieve incident objectives and goals;
- Information flow and coordination is improved between all jurisdictions and agencies involved in the incident;
- No agency's authority or legal requirements will be compromised or neglected;
- Each agency is fully aware of the plans, actions, and constraints of all other agencies;
- The combined efforts of all agencies are optimized as they perform their respective assignments under a single Incident Action Plan.

Incident Action Plans: The Incident Action Plan is the plan developed at the field response level which contains objectives reflecting the overall incident strategy, specific tactical actions, and supporting information for the next operational period.

It is important that all incidents have some form of an Incident Action Plan. The plan is developed around a specified duration of time called an operational period, and will state the objectives to be achieved and describe the strategy, tactics, resources, and support required to-achieve the objectives within the time frame. Generally, the length of the operational period is determined by the length of time needed to achieve the objectives.

The plan may be oral or written. Small incidents with only a few assigned resources may have a very simple plan, which may not be written. Small incidents do not require elaborate Incident Action Plans. Most simple, short-term, and single agency incidents do not require written Incident Action Plans. As incidents become larger, or require multi-agency involvement, the action plan should be written.

Incident Action Plans will vary in content and form depending upon the kind and size of the incident. ICS provides for the use of a systematic planning process, and provides forms and formats for developing the Incident Action Plan. The general guideline for use of a written versus a verbal action plan is when:

- Two or more jurisdictions are involved;
- A number of organizational elements have been activated;
- The incident continues into another planning or operational period;
- It is required by agency policy.

For multi-agency incidents being run under a Unified Command, the Incident Action Plans should be written. This provides all agencies with a clear set of objectives, actions, and assignments. It also provides the organizational structure and the communications plan required to manage the incident effectively under Unified Command.

There is no single format, which fit all situations. Several ICS forms are appropriate for use in Incident Action Plans. Incident Action Plans have four main elements that should be included:

- Statement of Objectives - Statement of what is expected to be achieved; objectives must be measurable;
- Organization - Describes what elements of the ICS organization will be in place for the next Operational Period;
- Tactics and Assignments - Describes tactics and control operations, including what resources will be assigned. Resource assignments are often assigned by Division or Group;
- Supporting Material - Examples could include a map of the incident, a communications plan, medical plan, a traffic plan, weather data, special precautions, and a safety message.

## **INCIDENT COMMAND POSITIONS**

### **COMMAND**

*Incident Commander* The Incident Commander (IC) is the individual on-scene who is in charge of the incident, providing the overall management of the incident. In some instances such as a flood, or military aircraft accident, or oil spill, the IC may not be a local agency, but one from a federal agency. The IC may have a Deputy IC, who may be from the same agency or from an assisting agency.

Initially, assigning tactical resources and overseeing operations will be under the direct supervision of the IC. As incidents expand, the IC may delegate authority for the performance of certain activities to others as required. The Incident Commander is charged with the following responsibilities:

- establishing an Incident Command Post;
- assessing the situation;
- determining incident objectives, strategies, and immediate priorities;
- establishing an appropriate ICS organization;
- approving and authorizing the implementation of the Incident Action Plan;
- ensuring that adequate safety measures are in place;
- coordinating activities for all Command and General Staff;
- communicating and coordinating response efforts with the Tribal EOC, when activated;
- approving requests for additional resources or for the release of resources;
- authorizing the release of public information originating from the Incident Command Post; and
- ordering the demobilization of the incident when appropriate.

*Public Information Officer* The Public Information Officer (PIO) will be the point of contact for the media and other organizations seeking information directly from the incident location. Only one PIO will be assigned for each incident, including multi-agency or multi-jurisdictional incidents. However, the Tribal DES may assign a Tribal PIO to assist the incident PIO. The PIO may have assistants or aides to help with the fulfillment of their responsibilities, as necessary. The responsibilities of the Public Information Officer include:

- determining if IC has placed any limitations on releasing information;
- obtaining validated and current information summaries and/or graphics of the incident;
- obtaining the Incident Commander's approval for all information releases;
- developing materials for use in media briefings;
- providing media with time and location of briefings;
- conducting media briefings;
- arranging for interviews and tours that may be required or requested;
- obtaining media information that may be useful to incident planning; and
- maintaining a PIO log.

#### *Safety Officer*

The Safety Officer's function is to monitor incident operations and to develop protective measures for assuring personnel safety. The Safety Officer assesses and anticipates hazardous and unsafe conditions. The Safety Officer has the authority to stop and prevent unsafe incident activities. Only one Safety Officer will be assigned for each incident. Safety assistants may help the Safety Officer, as necessary. Other responsibilities of the Safety Officer include:

- identifying hazardous situations associated with the incident;
- reviewing the Incident Action Plan for safety implications;
- investigating accidents that have occurred within the incident area;
- assigning assistants or aides as necessary;
- reviewing and approving the medical plan; and
- maintaining a Safety Officer log.

#### *Liaison Officer*

Incidents that have a multi-agency or multi-jurisdictional response may require the establishment of a Liaison Officer. The Liaison Officer ensures any agency representatives are informed and involved in the incident response. These are personnel other than those on direct tactical assignments or those involved in a Unified Command. The responsibilities and duties of the Liaison Officer include:

- acting as the primary contact point for Agency Representatives;
- maintaining a list of assisting agencies and representatives;
- assisting in establishing and coordinating inter-agency contacts;

- ensuring that all agency or jurisdictional resources are checked-in at the incident;
- keeping all agencies informed on the incident status;
- monitoring incident operations to identify current or potential inter-organizational problems; and
- maintaining a log of all Liaison Officer activities.

#### *Agency Representatives*

In many multi-agency or multi-jurisdictional incidents, an agency or jurisdiction will send a representative to assist in coordination efforts. An Agency Representative is an individual assigned to an incident who has the authority to make decisions on matters affecting that agency's or jurisdiction's participation at the incident. Agency Representatives report directly to the Liaison Officer or the Incident Commander in the absence of a Liaison Officer. Responsibilities and duties of the Agency Representative include:

- obtaining briefing from Liaison Officer or Incident Commander;
- ensuring that all agency resources are properly checked-in at the incident;
- informing agency personnel on-scene that the Agency Representative position for the agency has been filled;
- cooperating fully with the Command Staff regarding agency involvement at the incident;
- ensuring the well-being of agency personnel and resources assigned to the incident;
- advising the Liaison Officer of any special agency needs or requirements;
- on a continuous basis, reporting to home agency dispatch or EOC;
- ensuring that all agency personnel and equipment are properly accounted for and officially released prior to their departure; and
- ensuring that all required agency forms, reports, and documents are completed prior to departure.

## OPERATIONS

### *Operations Section Chief*

The Operations Section Chief is part of the General Staff and has overall management responsibility of all activities within the Operations Section. The Operations Section Chief will develop the Section to accomplish the incident objectives. Responsibilities and duties of the Operations Section Chief include:

- managing tactical operations at the incident;
- assisting in the development of the Operations portion of the Incident Action Plan;
- supervising the execution of the operational portion of the Incident Action Plan;
- maintaining close contact with subordinate operations positions;
- ensuring safe tactical operations;
- requesting additional resources to support tactical operations;
- approving the release of resources from assigned status;
- making or approving expedient changes to the Incident Action Plan during the operational period, as necessary;
- maintaining close communication with the Incident Commander; and
- ensuring that a Section log is maintained.

### *Operations Branch Director*

Branch Directors supervise the activities of their respective branches. Branches may be functional or geographic. There are generally three reasons to use Branches in an incident: span-of-control, need for a functional branch structure, and for multi-jurisdictional incidents. If the number of Divisions or Groups exceeds the recommended span of control, then a Branch is necessary.

Some incidents have multiple disciplines involved, e.g., police, fire, medical, and public works, that may create the need to set up incident operations around a functional branch structure. In some incidents, it may be better to organize the incident around jurisdictional lines, organizing operations into separate Branches for each agency involved. Responsibilities and duties of the Operations Branch Directors include:

- interacting with the Operations Section Chief and other Branch Directors to develop tactics to implement the Incident Action Plan;
- assigning specific work tasks to Branch personnel;

- reviewing Branch assignments and reporting the status to Operations Section Chief;
- monitoring and inspecting progress on assigned tasks and making changes as necessary;
- resolving logistical problems reported by Branch personnel; and
- maintaining a Branch log.

*Division/Group  
Supervisors*

Division/Group Supervisors supervise the activities of their respective Division or Group. Divisions describe some geographical area related to incident operations. Groups are established to describe functional areas of operations. Divisions and Groups can be used together on an incident and are at the same level in the ICS organization. Division and Group Supervisors report to a Branch Director or the Incident Commander if Branches are not utilized. The responsibilities and duties of a Division/Group Supervisor include:

- assigning specific tasks to Division/Group personnel;
- providing resource status changes of assigned Division/Group resources to the Planning/Intelligence Section;
- coordinating Division/Group activities with other Divisions/Groups;
- monitoring and inspecting Division/Group tasks, making any necessary changes;
- keeping Branch Director or IC informed of the situation and resource status;
- resolving tactical assignment and logistical problems within the Division/Group;
- informing Branch Director or IC of hazardous situations and significant events;
- ensuring that assigned personnel and equipment get to and from their assignments in a timely and orderly manner; and
- maintaining a Division/Group log.

*Staging Area Supervisor*

The Staging Area Supervisor manages operations at the designated incident staging area. The Staging Area Supervisor reports to the Operations Section Chief or Incident Commander if the Operations Section Chief position has not been filled. The responsibilities and duties of the Staging Area Supervisor include:

- establishing layout of staging area;
- posting areas for identification and traffic control;
- providing check-in for incoming resources;
- determining required resource reserve levels from the Operations Section Chief;
- advising the Operations Section Chief or Incident Commander when reserve levels reach established minimums;
- maintaining and providing status of all resources in staging area to Planning/Intelligence Section;
- requesting logistical support for personnel and/or equipment;
- demobilizing or moving staging area as required;
- maintaining a staging area log.

*Air Operations Branch  
Director*

The Air Operations Branch may be activated whenever aircraft are deployed (provided by mutual aid) are deployed on an incident requiring mission assignment coordination, establishment of helispots or a helibase, or to address any aviation safety concerns requiring full time attention. Only persons knowledgeable in aircraft operations and aviation procedures should be assigned to the leadership positions within the Air Operations Branch. The responsibilities of the Air Operations Branch Director include:

- establish layout of Staging Area;
- post areas for identification and traffic control;
- provide check-in for incoming resources;
- determine required resource reserve levels and from the operations Sections Chief, Logistics Chief, or Incident commander;
- advise the Operations Section Chief, Logistics Chief or IC when reserve levels reach minimums;
- maintain and provide status to Resource Unit of all resources in staging Area;
- respond to Operations Section Chief, Logistics Chief or IC requests for resources;
- request logistical support for personnel and/or equipment as needed;
- maintain staging area in an orderly condition;
- demobilize or move staging area as required;
- maintain unit log.



## PLANNING/INTELLIGENCE

### *Planning/Intelligence Section Chief*

The Planning/Intelligence Section collects, evaluates, processes, and disseminates information for use at the incident. The Section is managed by the Planning/Intelligence Section Chief. The responsibilities and duties of the Planning/Intelligence Section Chief include:

- collecting and processing incident information;
- supervising the preparation of the Incident Action Plan;
- supervising and directing Unit leaders;
- reassigning out-of-service personnel already on-site to appropriate ICS positions;
- establishing information requirements and reporting schedules for Planning/Intelligence Section units;
- determining need for any specialized resources in support of the incident;
- establishing special information collection activities as necessary or requested;
- assembling information on alternative strategies;
- providing periodic predictions on incident potential or future growth;
- reporting any significant changes in incident status;
- compiling and displaying incident status information;
- overseeing preparation and implementation of incident demobilization plan; and
- ensuring that a Planning/Intelligence Section log is maintained.

### *Resources Unit*

This unit is responsible for maintaining the status of all assigned resources at the incident by overseeing the check-in of all resources, maintaining a status-keeping system that indicates current location and status of all resources, and maintaining a master list of all resources. The Resources Unit is supervised by a Unit Leader. The responsibilities and duties of the Resources Unit Leader include:

- coordinating check-in function with Staging Area Supervisor;
- preparing and maintaining a display that includes resource availability and assignment;
- confirming dispatch and estimated time of arrival of incoming resources;
- supervising and assigning specific duties to personnel assigned to the Resources Unit;

- maintaining a master roster of all resources checked-in at the incident; and
- maintaining a Resources Unit log.

#### *Situation Unit*

The collection, processing, and organizing of all incident information takes place within the Situation Unit. The Situation Unit prepares incident maps, incident intelligence, and future projections of incident growth, as required. The Situation Unit is supervised by a Unit Leader. Responsibilities and duties of the Situation Unit Leader include:

- supervising and assigning specific duties to personnel assigned to the Situation Unit;
- collecting and analyzing incident information;
- preparing, posting, and disseminating situation status information;
- preparing periodic predictions or as requested;
- preparing the Incident Status Summary Form (ICS Form 209);
- providing photographic services and maps as required; and
- maintaining a Situation Unit log.

#### *Documentation Unit*

The Documentation Unit is responsible for the maintenance of accurate and up-to-date incident files. All incident files will be stored for legal, analytical, and historical purposes. A duplication service will also be provided by the Documentation Unit. The Documentation Unit is supervised by a Unit Leader. The responsibilities and duties of the Documentation Unit Leader include:

- supervising and assigning specific duties to personnel assigned to the Documentation Unit;
- organizing and maintaining accurate incident files;
- establishing and providing duplication services as necessary;
- filing of all official forms and reports;
- reviewing records for accuracy and completeness;
- providing incident documentation as requested;
- storing files for post-incident use; and
- maintaining a Documentation Unit log.

#### *Demobilization Unit*

The Demobilization Unit is responsible for developing the Incident Demobilization Plan. The Demobilization Unit is supervised by a Unit Leader. The responsibilities and duties of the Demobilization Unit Leader include:

- supervising and assigning specific duties to personnel assigned to the Demobilization Unit;
- reviewing incident resource records to determine the likely size and extent of the demobilization effort;
- coordinating demobilization with Agency Representatives;
- developing a incident check-out process for all units;
- evaluating logistics and transportation capabilities to support demobilization;
- developing an Incident Demobilization Plan detailing specific responsibilities and release priorities and procedures;
- preparing appropriate materials for inclusion in the Demobilization Plan;
- distributing the Incident Demobilization Plan;
- ensuring that all Sections understand their specific demobilization responsibilities;
- supervising execution of the Incident Demobilization Plan;
- briefing the Planning/Intelligence Section Chief on the demobilization progress; and
- maintaining a Demobilization Unit log.

#### *Technical Specialists*

Certain incidents or events may require the use of Technical Specialists who have specialized knowledge or expertise. Technical Specialists may function within the Planning/Intelligence Section or be assigned wherever their services are required. In the Planning/Intelligence Section, Technical Specialists may report to the Planning/Intelligence Section Chief or a designated Unit Leader.

## LOGISTICS SECTION

### *Logistics Section Chief*

All incident support needs are provided by the Logistics Section, with the exception of air support. Based on the size, complexity of support, and the expected duration of the incident, the Logistics Section is divided into two distinct Branches: Service and Support. The Logistics Section is managed by the Logistics Section Chief. The responsibilities and duties of the Logistics Section Chief include:

- managing all incident logistical needs;
- establishing the Logistics Section organization, based on the needs of the incident;
- supervising and directing Unit leaders;
- providing logistical input to the IC in preparing the Incident Action Plan;
- identifying anticipated and known incident service and support requirements;
- requesting additional resources as needed;
- authorizing and supervising requests for additional resources;
- ensuring that a Logistics Section log is maintained.

### *Service Branch Director*

The Service Branch Director supervises the activities of the Logistics Service Branch. The Service Branch includes three Units: Communications, Medical, and Food. The responsibilities and duties of the Service Branch Director include:

- interacting with the Logistics Section Chief to provide service in support of the incident;
- assigning specific work tasks to Branch personnel;
- reviewing Branch assignments and reporting status to Logistics Section Chief;
- monitoring and inspecting progress on assigned tasks and making changes as necessary;
- resolving logistical problems reported by Branch personnel; and
- ensuring that the Service Branch log is maintained.

### *Communications Unit*

The Communications Unit is responsible for developing plans for the use of incident communications equipment and facilities, installing and testing of communications equipment, supervision of the Incident Communications Center, and the distribution and maintenance of communications equipment. The Communications Unit is managed by a Unit Leader. The responsibilities and duties of the Unit Leader include:

- providing information on communications capabilities and limitations;
- preparing and implementing the Incident Radio Communications Plan (ICS Form 205);
- establishing and supervising the Incident Communications Center and Message Center;
- establishing telephone, computer links, and public address systems;
- establishing communications equipment distribution and maintenance locations;
- installing and testing all communications equipment;
- overseeing distribution, maintenance, and recovery of communications equipment;
- developing and activating an equipment accountability system;
- providing technical advice on system adequacy and potential equipment problems;
- maintaining a Communications Unit log.

#### *Medical Unit*

The Medical Unit will develop an Incident Medical Plan and procedures for managing medical emergencies. The Unit will provide medical aid for emergency responders and assist the Finance/Administration Section with processing injury-related claims. The Medical Unit is managed by a Unit Leader. The responsibilities and duties of the Unit Leader include:

- determining the level of emergency medical activities;
- acquiring and managing medical support personnel;
- preparing the Incident Medical Plan (ICS Form 206);
- establishing procedures for handling injuries sustained by emergency responders;
- responding to requests for medical aid, medical transportation, and medical supplies;
- assisting the Finance/Administration Section with the processing of forms related to injuries or deaths of incident personnel; and
- maintaining a Medical Unit log.

#### *Food Unit*

The Food Unit is responsible for supplying the food needs for the entire incident, including all remote locations. The Food Unit is managed by a Unit Leader. The responsibilities and duties of the Unit Leader include:

- determining food and water requirements;
- determining method of feeding to best fit each facility or situation;
- establishing cooking and feeding facilities;
- obtaining necessary equipment and supplies for cooking facilities;
- ensuring that well-balanced meals are provided;
- ordering sufficient food and potable water from the Supply Unit;
- maintaining an inventory of food and water;
- maintaining food service areas, ensuring that all appropriate health and safety measures are being followed;
- supervising caterers, cooks, and other Food Unit personnel; and
- maintaining a Food Unit log.

#### *Support Branch Director*

The Support Branch Director supervises the activities of the Logistics Support Branch. The Support Branch includes three Units: Supply, Facilities, and Ground Support. Responsibilities and duties of the Support Branch Director include:

- interacting with the Logistics Section Chief to provide support to the incident;
- assigning specific work tasks to Branch personnel;
- reviewing Branch assignments and reporting status to Logistics Section Chief;
- monitoring and inspecting progress on assigned tasks and making changes as necessary;
- resolving logistical problems reported by Branch personnel; and
- ensuring that the Support Branch log is maintained.

#### *Supply Unit*

The Supply Unit is responsible for ordering, receiving, processing, and storing all incident-related resources. All off-incident resources will be ordered through the Supply Unit, including tactical resources, support resources, and all expendable and non-expendable support supplies. The Support Unit is managed by a Unit Leader. The responsibilities and duties of the Unit Leader include:

- providing supplies to each of the Sections;
- determining the type and amount of supplies in route;
- ordering, receiving, distributing, and storing supplies and equipment;
- responding to requests for personnel, equipment, and supplies;
- maintaining an inventory of supplies and equipment;
- servicing reusable equipment, as needed; and
- maintaining a Supply Unit log.

#### *Facilities Unit*

The Facilities Unit is responsible for set up, maintenance, and demobilization of all incident facilities, except the Staging Area. The Facilities Unit will also provide security services to the incident as needed. The Facilities Unit is managed by a Unit Leader. The responsibilities and duties of the Unit Leader include:

- determining the need and requirements for incident facilities;
- preparing layouts of facilities;
- activating incident facilities;
- obtaining and supervising personnel to operate facilities;
- providing security services as needed;
- providing facility maintenance services, e.g., sanitation, lighting, etc.;
- demobilizing incident facilities; and
- maintaining a Facilities Unit log.

#### *Ground Support Unit*

The Ground Support Unit is responsible for the maintenance, service, and fueling of all mobile equipment and vehicles, except aviation resources. The Ground Support Unit also has the responsibilities for the ground transportation of personnel, supplies, equipment, and the development of the Incident Traffic Plan. The Ground Support Unit is managed by a Unit Leader. The responsibilities and duties of the Unit Leader include:

- providing support services (fueling, maintenance, and repair) for all mobile equipment and vehicles;
- ordering maintenance and repair supplies (fuel, oil, and spare parts);
- providing support for out-of-service equipment;
- developing the Incident Traffic Plan;
- maintaining an inventory of support and transportation vehicles;
- recording time use for all incident-assigned ground equipment;

- updating the Resources Unit with the location and capability of transportation vehicles;
- maintaining a transportation pool, as necessary;
- maintaining incident roadways, as necessary; and
- maintaining a Ground Support Unit log.



## FINANCE/ADMINISTRATION SECTION

### *Finance/Administration Section Chief*

The Finance/Administration Section is responsible for managing all financial aspects of an incident. Not all incidents will require a Finance/ Administration Section. Only when the involved agencies have a specific need for Finance/Administration services will the Section be activated. Finance/Administration services used at incident may include the monitoring of costs, procuring specialized equipment, contracting with a vendor, or for making cost estimates of alternative strategies. The Finance/Administration Section is managed by the Finance/Administration Section Chief. The responsibilities and duties of the Finance/Administration Chief include:

- managing all financial aspects of an incident;
- providing financial and cost analysis information as requested;
- gathering pertinent information from responsible agencies;
- determining the need to establish and operate an incident commissary;
- ensuring that all personnel time records are accurately completed;
- ensuring that all obligation documents initiated at the incident are properly prepared and completed;
- briefing agency administrative personnel on all incident-related financial issues requiring attention or follow-up; and
- ensuring that a Finance/Administration Section log is maintained.

### *Time Unit*

The Time Unit is responsible for ensuring the accurate recording of daily personnel time, compliance with specific agency(ies) time recording policies, and managing established commissary operations. Personnel time records will be collected and processed for each operational period. The Time Unit is managed by a Unit leader. The responsibilities and duties of the Unit leader include:

- determining incident requirements for time recording function;
- ensuring that daily personnel time recording documents are prepared and in compliance with agency(s) policy;
- maintaining separate logs for overtime hours;
- establishing commissary operations as needed;
- submitting cost estimate data forms to Cost Units as required;
- ensuring that all records are current and complete prior to demobilization;

- releasing time reports from assisting agency personnel to their respective Agency Representatives or senior officer prior to demobilization; and
- maintaining a Time Unit log.

#### *Procurement Unit*

All financial matters pertaining to vendor contracts, leases, and fiscal agreements are managed by the Procurement Unit. The Unit is also responsible for maintaining equipment time records. The Procurement Unit identifies local sources for equipment and supplies, manages all equipment and rental agreements, and processes all rental and supply fiscal document billing invoices. The Procurement Unit is managed by a Unit leader. The responsibilities and duties of the Unit leader include:

- reviewing incident needs and developing any special procedures for procuring resources;
- preparing and authorizing contracts and land use agreements;
- drafting required memoranda of understanding;
- identifying sources that can provide necessary resources;
- establishing contracts and agreements with supply vendors;
- providing coordination between the Ordering Manager, agency dispatch, and all other procurement organizations supporting the incident;
- ensuring that a system is in place which meets agency property management requirements;
- interpreting contracts and agreements;
- coordinating with the Compensation/Claims Unit for processing claims;
- coordinating the use of impress funds, as required;
- completing final processing of contracts and sending documents for payment;
- coordinating cost data in contracts with the Cost Unit Leader; and
- maintaining a Procurement Unit log.

#### *Compensation/Claims*

##### *Unit*

The Compensation/Claims Unit handles any compensation-for-injury

claims related to the incident. This Unit oversees the completion of all forms required by workers' compensation. A file of injuries and illnesses associated with the incident will be maintained and all witness statements will be obtained in writing. Close coordination with the Medial Unit is essential. Additionally, the Compensation/Claims Unit investigates all claims involving property associated with or involved in the incident.

The Compensation/Claims Unit is managed by a Unit leader. The responsibilities and duties of the Unit leader include:

- establishing communications with the incident Safety Officer, Liaison Officer, and Medical Unit Leader;
- reviewing the Incident Medical Plan;
- reviewing procedures for handling claims with the Procurement Unit Leader;
- ensuring that all Unit forms are complete and routed to the appropriate agency for post-incident processing prior to demobilization; and
- maintaining a Compensation/Claims Unit log.

#### *Cost Unit*

The Cost Unit provides all incident cost analysis. The Unit ensures proper identification of all equipment and personnel requiring payment, the recording of all cost data, analyzes and prepares estimates of incident costs, and maintains accurate records of incident costs. The Cost Unit is managed by a Unit leader. Responsibilities and duties of the Unit leader include:

- establishing cost reporting procedures;
- collecting and recording all cost data;
- developing incident cost summaries;
- preparing resources-use cost estimates for the Planning/Intelligence Section;
- making cost-saving recommendations to Finance/Administration Section Chief; and
- maintaining a Cost Unit log.

# **LIST OF INCIDENT COMMAND SYSTEM POSITIONS**

## **INCIDENT COMMANDER:**

### **COMMAND STAFF:**

DEPUTY INCIDENT COMMANDER  
PUBLIC INFORMATION OFFICER  
SAFETY OFFICER  
LIAISON OFFICER  
AGENCY REPRESENTATIVES (Unified Command Only)

### **GENERAL STAFF**

#### **OPERATIONS SECTION:**

OPERATIONS SECTION CHIEF  
DEPUTY OPERATIONS CHIEF  
STAGING AREA MANAGER  
FIRE & RESCUE BRANCH COORDINATOR  
    FIRE OPERATIONS UNIT LEADER  
    SEARCH & RESCUE UNIT LEADER  
HAZMAT BRANCH COORDINATOR  
    HAZMAT OPERATIONS UNIT LEADER  
    ENVIRONMENT PROTECTION UNIT LEADER  
LAW ENFORCEMENT BRANCH COORDINATOR  
    LAW ENFORCEMENT OPERATIONS UNIT LEADER  
    EMERGENCY DISPATCH UNIT LEADER  
    EVACUATION & SECURITY UNIT LEADER  
UTILITIES & ROADS BRANCH COORDINATOR  
    UTILITIES UNIT LEADER  
    PUBLIC WORKS UNIT LEADER  
    DAMAGE/SAFETY ASSESSMENT UNIT LEADER  
MEDICAL & HEALTH BRANCH COORDINATOR  
    DISASTER MEDICAL UNIT LEADER  
    PUBLIC HEALTH UNIT LEADER  
    MENTAL HEALTH UNIT LEADER  
    AMBULANCE/FIRST AID UNIT LEADER  
CARE & SHELTER BRANCH COORDINATOR  
    FACILITIES UNIT LEADER  
    SUBSISTANCE UNIT LEADER  
    REGISTRATION/FAMILY CONTACT UNIT LEADER  
    FACILITIES SECURITY UNIT LEADER  
CONSTRUCTION & ENGINEERING COORDINATOR  
AIR OPERATIONS BRANCH DIRECTOR  
    AIR TACTICAL GROUP SUPERVISOR  
    AIR SUPPORT GROUP SUPERVISOR

**PLANNING/INTELLIGENCE SECTION**

PLANNING/INTELLIGENCE SECTION CHIEF  
SITUATION ANALYSIS UNIT LEADER  
DOCUMENTATION UNIT LEADER  
ADVANCED PLANNING UNIT LEADER  
DEMOBILIZATION UNIT LEADER  
TECHNICAL SPECIALISTS UNIT LEADER

**LOGISTICS SECTION**

LOGISTICS SECTION CHIEF  
ASSISTANT LOGISTICS CHIEF  
SERVICE BRANCH COORDINATOR  
TRANSPORTATION UNIT LEADER  
RESOURCE STATUS UNIT LEADER  
PERSONNEL UNIT LEADER  
MEDICAL UNIT LEADER  
FOOD UNIT LEADER  
SUPPORT BRANCH DIRECTOR  
SUPPLY/PROCUREMENT UNIT LEADER  
FACILITIES UNIT LEADER  
GROUND SUPPORT UNIT LEADER  
COMMUNICATIONS BRANCH COORDINATOR  
COMMUNICATIONS UNIT LEADER  
INFORMATION SERVICES UNIT LEADER

**FINANCE/ADMINISTRATION SECTION**

FINANCE/ADMINISTRATION SECTION CHIEF  
TIME KEEPING UNIT LEADER  
PURCHASING UNIT LEADER  
COMPENSATION/CLAIMS UNIT LEADER  
COST UNIT LEADER  
RECOVERY UNIT LEADER

## **FIELD RESPONSE**

Introduction: Within the Hoopa Valley Indian Reservation, the Incident Command System will be used on all incidents. When the Hoopa Valley Tribe has jurisdiction over a multiple-agency incident, Tribal emergency responders will organize the field response using the Incident Command System (ICS). Additionally, the principles of ICS will be used even for those incidents that begin as a single discipline response (i.e., all fire or law enforcement). Often the single discipline incident expands to a multi-discipline incident, which demands the use of ICS. During multi-agency incidents within Reservation, field responders will use the principles of Unified Command to the extent possible.

In order for ICS to be used at all incidents, the first emergency responder on scene who has single discipline management responsibilities will always take the following basic actions:

- Establish the Incident Command Post (ICP);
- Size up the incident;
- Determine the ICS organization elements required;
- Delegate authority within the ICS organizational structure;
- Develop the Incident Action Plan, incorporating the incident objectives and strategies.

Coordination with Special Districts, Private and Volunteer Agencies: The level of involvement of special districts, public utilities, private organizations, and volunteer agencies will vary considerably depending upon the kind of incident. In general, special districts or other agencies that have a statutory or jurisdictional responsibility with the incident should be represented at the incident. The form of involvement for these districts and agencies may be as part of the Unified Command or as an Agency Representative who coordinates with a Tribal Liaison Officer. The emergency response role of special districts will be focused on their normal services and functional area of responsibility.

A coordinating agency supplies assistance other than direct tactical resources to the incident control effort. The General Telephone and Electronics (GTE), Pacific Gas and Electric (PG&E), American Red Cross, the Salvation Army, and other private and volunteer agencies could be cooperating agencies depending on the type of incident.

Coordination With Tribal EOC: The Tribal field response organization has a direct communications and reporting relationship with the Tribal Emergency Operations Center (EOC). When the EOC is activated, the Incident Commander will coordinate directly with the EOC's Operations Section Chief, if the position has been established, or the EOC Director.

The Tribal Dispatch Center will function in an intermediate role between the Incident Commander and the EOC's Operations Section Chief. Dispatch will have no command authority over field operations. It is a communications conduit. The Tribal EOC may give policy direction directly to the Incident Commander.

During disaster situations with multiple incidents occurring simultaneously within the Reservation, the Tribal EOC will be activated. Incident Commanders and the appropriate ICS structure will be established for each incident. Each Incident Commander will communicate and report to the Operations Section Chief throughout the incident.

Field Response Checklists: The following checklists are guidelines for field responders and are not intended to substitute for an individual Incident Commander's judgement based upon training, experience, the incident and circumstances.

About Field Response Checklists:

- Read your specific position checklist in its entirety before implementing any checklist item;
- Use the checklist as a guideline; some incident-driven actions may not be on the checklists;
- If a checklist item is not applicable to the situation it should be skipped;
- If an incident develops where a previously skipped checklist item becomes relevant, then that checklist item should be executed;
- The checklists for each agency are designed to flow from increased readiness actions to general response actions for all incidents, and finally to actions taken in direct response to the specific hazards facing the Reservation;
- For each Tribal agency, the hazard-specific checklists only include those specific hazards for which that agency has a field response responsibility.

## **FIELD RESPONSE CHECKLISTS**

Field response checklists are to be developed and incorporated in this Plan and the Department's Emergency Operations Plan. Below are some of the field response checklists already identified:

Emergency Dispatch Increased Readiness Checklist  
Emergency Dispatch General Response Checklist  
Emergency Dispatch Hazardous Materials Checklist  
Emergency Dispatch Earthquakes Checklist  
Emergency Dispatch Dam Failure Checklist  
Emergency Dispatch Wildfire Checklist  
Emergency Dispatch Flood Watch Checklist  
Emergency Dispatch Flood Warning Checklist  
Emergency Dispatch Emergency Alert List Checklist  
Emergency Dispatch Extreme Weather/Storms Checklist  
Emergency Dispatch Power Failure Checklist

Tribal Fire Management Increased Readiness Checklist  
Tribal Fire Management Transportation Emergencies Checklist  
Tribal Fire Management Hazardous Material Checklist  
Tribal Fire Management Earthquakes Checklist  
Tribal Fire Management Dam Failure Checklist  
Tribal Fire Management Wildfire Checklist  
Tribal Fire Management Flood Checklist  
Tribal Fire Management Landslides Checklist  
Tribal Fire Management Extreme Weather/Storms Checklist  
Tribal Fire Management Alert & Warning Checklist

Tribal Police Department Increased Readiness Checklist  
Tribal Police Department Coroner Operations Checklist  
Tribal Police Department Transportation Emergencies Checklist  
Tribal Police Department Hazardous Material Checklist  
Tribal Police Department Earthquakes Checklist  
Tribal Police Department Dam Failure Checklist  
Tribal Police Department Wildfire Checklist  
Tribal Police Department Flood Watch Checklist  
Tribal Police Department Flood Warning Checklist  
Tribal Police Department Security Checklist  
Tribal Police Department Landslides Checklist  
Tribal Police Department Extreme Weather/Storms Checklist  
Tribal Police Department Civil Disturbances Checklist  
Tribal Police Department Terrorism Checklist  
Tribal Police Department Alert & Warning Checklist  
Tribal Police Department Evacuation Checklist



Public Works District Increased Readiness Checklist  
Public Works District General Response Checklist  
Public Works District Hazardous Material Checklist  
Public Works District Earthquakes Checklist  
Public Works District Dam Failure Checklist  
Public Works District Flood Checklist  
Public Works District Landslides Checklist  
Public Works District Extreme Weather/Storms Checklist  
Public Works District Evacuation Checklist

K'ma:w Medical Center Increased Readiness Checklist  
K'ma:w Medical Center General Response Checklist  
K'ma:w Medical Center Hazardous Material Checklist

K'ma:w Ambulance Increased Readiness Checklist  
K'ma:w Ambulance General Response Checklist  
K'ma:w Ambulance Hazardous Material Checklist

Tribal Roads Increased Readiness Checklist  
Tribal Roads General Response Checklist  
Tribal Roads Hazardous Material Checklist  
Tribal Roads Earthquakes Checklist  
Tribal Roads Dam Failure Checklist  
Tribal Roads Flood Checklist  
Tribal Roads Landslides Checklist  
Tribal Roads Extreme Weather/Storms Checklist

Others to be determined

**PART IV:**

**EXTENDED**

**OPERATIONS**

**(EOC)**

## **PART IV: EXTENDED RESPONSE - EMERGENCY OPERATIONS CENTER**

### **INTRODUCTION**

An emergency or disaster may require an extended response. Such response necessitates management, planning, logistics and documentation. Extended operations are coordinated in the Tribal Emergency Operations Center utilizing the emergency management structure outlined in Part II with additional positions as required. An overview of the operational concept of the EOC's operations, the incident planning process, and the reporting process is provided in order to establish contiguity from notification of the incident through recovery. Full details, operations, design, planning, forms, etc. are contained in the Emergency Operating Center plan.

### **CONCEPT OF OPERATIONS**

During a disaster/emergency, the Hoopa Valley Tribe's Emergency Operations Center (EOC) will support field response operations in mitigating incidents within the Reservation. The primary emphasis will be placed on saving lives, protecting property, and preserving the environment. The Tribal EOC will operate using the Standardized Emergency Management System (SEMS) functions, principles, and components. It will initiate the action planning process to develop an EOC Action Plan, identifying and implementing specific objectives for each operational period.

The Tribal EOC will serve as the coordination and communications center between the field response units, the Humboldt Operational Center, state and federal assisting agencies.

The Tribal EOC will be activated whenever field response agencies need support. Activation may involve partial or full staffing, depending on the support required. The following Levels of Emergency and Response, as outlined in Part I, depicts the circumstances when the Tribal EOC can or should be activated:

Level I: - A minor to moderate incident characterized by adequate local response capability and sufficient resources to favorably resolve the situation. A LOCAL EMERGENCY may or may not be officially proclaimed. The Tribal Emergency Operating Center may or may not be activated and if activated may be only partially staffed.

Level II: - A moderate to severe emergency characterized by a need for mutual aid to ensure a favorable resolution of an event. In most cases, a LOCAL EMERGENCY will officially be proclaimed by the Tribal Council. A request for the County of Humboldt to

include the Reservation within its declaration of an emergency may or may not be requested. If requested, the County of Humboldt would then request the State of California to proclaim the entire operational area (the county) a disaster area. The Tribal Emergency Operating Center will be activated and fully staffed. A request to the County of Humboldt to activate their Emergency Operating Center will be made.

Level III: - A major disaster, exemplified by depletion of Tribal resources and operational area mutual aid resources, will necessitate extensive Statewide and Federal assistance. A state of LOCAL EMERGENCY will be declared and a request to be included in the County of Humboldt's state of LOCAL EMERGENCY will be made. The Tribal Emergency Operating Center will be fully activated and prepared for an extended response.

Provide Mutual Aid: - The EOC may also be activated by direction of the DES, Director of Emergency Services, upon request of the Humboldt Operational Area, (County of Humboldt OES). A potential or actual emergency/disaster affecting an adjoining jurisdiction or community exists and/or when Tribal resources are deployed outside the Reservation to provide mutual aid.

### **ACTION PLANNING**

The EOC Action Planning process is an essential tool for the jurisdiction, particularly in managing sustained operations. This EOC Action Plan is similar to the field Incident Action Plan used during field operations and discussed in the field response section of Part III. If the emergency organization is to have a well planned and executed approach to resolving the problems posed by the disaster, the organization must remain focused and unified in its efforts. The Action Planning process is a key element in ensuring that the entire organization is going to move forward in a unified manner. There must be clear understanding of what goals are being pursued, what time frame is being used (the Operational Period), and how individual units' efforts are a part of the overall organizational efforts.

For the organization to continue its efforts, it is important that common organizational goals are maintained and pursued. These goals are set by the Management element of the Emergency Organization (SEMS). For Management to draft appropriate goals, it must have a good understanding of the current situation and some idea of where the situation is going. They need to know not only what has happened in the last operational period, but also what is likely to occur in the next and future operational periods. This information should be provided by the Planning/Intelligence Section in the form of a Situation Status Report (SITREP). This SITREP must contain all key information and should also illustrate what outcomes are to be expected.

Once the Situation Status Report (SITREP) has been delivered, Management shall determine the Strategic Goals for the next operational period. Are these different from

the operational goals from the last period? The goals must be verifiable and measurable. This should be a short list of organizational goals.

Once the goals are set, they should be communicated to the other Emergency Organizational elements so that they can be considered as to show the other sections how they will tactically address the problems identified in the Sitrep, based on the objectives set by the MANAGEMENT group. The various branches in Operations should each address this issue.

Next Logistics needs to determine how they will support Operation's efforts to meet the established strategic Objectives and to establish specific cost tracking and contracting methods.

Planning/Intelligence must also consider their ongoing efforts to continue to produce and post situation status reports and information as well as continuing to support the Action Planning process throughout future operational periods. This will require continual briefing and rotation of staff in key information gathering roles in the Emergency Operating Center.

Importance of Written Action Plans: Written Incident Action Plans are a significant tool and provide:

- A clear statement of objectives and actions.
- A basis of measuring work effectiveness and cost effectiveness.
- A basis for measuring work progress and providing accountability.

Operational Periods: Operational Periods can be of various lengths, but are usually no longer than 24 hours. The length of the Operational Period is determined based on a number of issues.

- Length of time needed to achieve tactical objectives.
- Availability of fresh resources.
- Future involvement of additional resources.
- Environmental considerations. (light, weather)
- Safety considerations.

Essential Elements in the Written Action Plan:

- Statement of Objectives. This is a statement of what we expect to achieve. Objective must be attainable, measurable and flexible.
- Organization. Describes what elements of the Emergency Organization (SEMS) will be active and in place for the next Operational Period.
- Tactics and Assignments. This describes the tactics and operations to be employed to achieve the Objectives as set. Tactics will normally be set by the Operations Section. Resource support and acquisition of necessary personnel

and materials will be accomplished by the Logistics and Finance/Administration Sections.

- Supporting Material. Examples include maps, weather information, special information, the Communications Plan, Medical Plan and any other special data.

Responsibilities for EOC Action Plan: The Planning/Intelligence Section Chief is responsible for developing the EOC Action Plan in large events. This Section will provide a great deal of support in the construction of the Plan. The Situation Status Unit of the Planning Section will provide comprehensive situation status reports. These reports may be presented by the Planning Section Chief or the SITSTAT Unit leader at the beginning of the Action Planning Meeting.

Sequence of Activities in the Action Planning Process:

PLANNING/INTELLIGENCE Section will present a formal current Situation Status Report. This report should include all key categories and be based on the Incident Command System (ICS) form and other appropriate forms.

MANAGEMENT group will define the organizational priorities for the next Operational Period (short term), as well as for the intermediate goals. This should include no more than 4 or 5 broad goals representing the Strategic goals of the organization. Goals should be measurable and verifiable. (Example: water issue; short term goal to providing bottled drinking water to those who need it, while the intermediate goal is restoration of water purification and delivery systems.)

PLANNING/INTELLIGENCE Section posts the goals on the “Goals” board in the EOC as determined by MANAGEMENT.

OPERATIONS will then determine how it will tactically address the problems identified in the Sitrep, based on the MANAGEMENT groups priorities. Each branch must develop tactical plans. The liaison agencies should address how they will support the overall goals of the Tribe, keeping in mind that they will also need to determine, within their own organizations, the same priorities for their own organizational goals.

LOGISTICS determines what is required for them to obtain the needed personnel, supplies and materials to support OPERATIONS in their pursuit of the organizational goals, as well as what the specific needs are.

FINANCE/ADMINISTRATION determines what is required for them to pay for, document, and recover the funds for the needed personnel, supplies and materials to support OPERATIONS in their pursuit of the organizational goals.

PLANNING/INTELLIGENCE continues to capture the information necessary to produce reliable and current situation status reports, project, short and long term, future needs and

outcomes, and to facilitate the Action Planning process and the Action Planning meetings.

Action Planning Meeting: The Action Planning Meeting will consist of, but is not limited to the following:

- Tribal Council
- Tribal Chairman (Incident Commander)
- Tribal Authorized Representative (Recovery - Vice Chairman)
- Local Emergency Planning Committee Members (if not already part of the Emergency Operations Management team)
- Tribal Environmental Protection Agency Director
- Tribal Police Chief
- Tribal Health Director
- Tribal Public Works Director
- Tribal Fire Chief
- Office of Research & Development (ORAD) Director
- Tribal Attorney
- Tribal Safety Officer
- Public Informational Officer
- Agency Representatives

This meeting is critical and there may be a tendency for these meeting to last longer than necessary unless they are kept on track and have good focus. The Planning/Intelligence Section Chief will be responsible for running the Action Planning meeting. There are some important tenants for this meeting:

- All participants must come prepared.
- Strong leadership must be evident.
- Agency representatives must be able to commit resources for their agencies.
- Cell phones off, pagers on vibrate only to reduce interruption.

Steps in the Action Planning Process (EOC and Incident):

- Identify representatives and organizational entities needed for current planning. This will include but is not limited to the Incident Commander or EOC Director, General Staff, Information and Liaison functions as well as key agency representatives essential to meeting the objectives.
- Establish a cycle for action planning meetings. Initially, these may be every few hours or several times a day. Over time, they will move to twice a day then to daily.
- Develop a format for the plan, and use the format in the planning process. Formats will vary depending upon Field or EOC level, complexity of the plan, etc.

- Determine who needs the plan, and establish procedures for publication and distribution of the plan.
- Establish a procedure for revisions and updates. This could include sections providing suggested written revisions, or provision for making expedient changes during the operational period if required.
- Prepare and distribute the Action Plan. The plan will be prepared based on information obtained at the planning meeting. Ensure that the plan is approved by the Incident Commander or the EOC Director prior to distribution.
- Establish a documentation file for incident or EOC action plans. The documentation file will consist of the action plans and any supporting documentation.

Summary of Activities by Section:

1. PLANNING/INTELLIGENCE - Presents SITREP
2. MANAGEMENT - Sets Goals
3. PLANNING/INTELLIGENCE - Posts Goals for organization's use
4. OPERATIONS - Determines tactics to achieve Goals
5. LOGISTICS - Determines how it will support Operations
6. FINANCE/ADMINISTRATION - Determines how it will support Operations
7. PLANNING/INTELLIGENCE - Prepares Action Plan (document), continues collecting, analyzing and displaying information, and continues Action Planning process.



**PART V:**

**RECOVERY**

**&**

**MITIGATION**

## **PART V: RECOVERY AND MITIGATION**

A disaster or major emergency, by definition, automatically involves recovery operations as a disaster means an event occurred resulting in the destruction of property, adverse effects on the people involved and a negative impact on the environment. After the event, action is taken to return back to normal. Thus, we have recovery.

Recovery is the activities to rebuild after a disaster. Recovery activities include rebuilding homes, businesses and public facilities; clearing debris; rebuilding roads and bridges; and restoring water, sewer and other essential services.

Mitigation is sustained actions taken to reduce or eliminate long-term risk to people and property from hazards and their effects.

After disasters, repairs simply restore damaged property to pre-disaster conditions. Such efforts expedite a return to normalcy. However, replications of pre-disaster conditions result in a cycle of damage, reconstruction, and repeated damage. Mitigation is needed to ensure that such cycles are broken, that post-disaster repairs and reconstruction take place after damages are analyzed, and that sounder, less vulnerable conditions are produced.

The Hoopa Valley Tribal Council supports this dual approach, recovery and mitigation, which is addressed in detail in the separate “Recovery and Mitigation Plan.” An overview of this approach, assigned responsibilities, and recovery avenues are provided in order to maintain continuity of this plan from notification of the event through recovery and mitigation.

### **RECOVERY OPERATIONS**

The Hoopa Valley Tribal Council and all of its resources will be involved in recovery operations. In the aftermath of a disaster, many citizens will have specific needs that must be met before they can pick up the thread of their pre-disaster lives. Typically, there will be a need for such services as these:

- Assessment of the extent and severity of damages to homes and other property;
- Restoration of services generally available in communities - water, food, and medical assistance;
- Repair of damaged homes and property;
- Professional counseling when the sudden changes resulting from the emergency have resulted in mental anguish and inability to cope.

The Hoopa Valley Tribal Council, its departments and programs, can help individuals and families recover by ensuring that these services are available and by seeking additional resources if needed. Recovery occurs in two phases: short-term and long-term. Short-term recovery operations will begin during the response phase of the emergency. The major objectives of the short-term recovery operations include:

- Utility restoration;
- Expanded social, medical, and mental health services;
- Re-establishment of Tribal government operations;
- Transportation routes;
- Debris removal;
- Cleanup operations;
- Abatement and demolition of hazardous structures.

The goal of long-term recovery is to restore facilities to pre-disaster condition. Major objectives of long-term recovery operations include:

- Coordinated delivery of long-term social and health services;
- Improved land use planning;
- Re-establishing the local economy to pre-disaster levels;
- Recovery of disaster response costs;
- Effective integration of mitigation strategies into recovery planning and operations.

### **MITIGATION STRATEGY**

The Hoopa Valley Tribal Council's mitigation strategy is to promote a partnership between the government and the private sector to ensure a safer community. The strategy has two goals:

To substantially increase public awareness of natural hazard risk so that the public demands a safer community in which to live, work and play;

To significantly reduce the risk of death, injury, economic costs, and destruction of natural and cultural resources that result from disasters.

This strategy along with experience, associated research, and planning has demonstrated that mitigation can reduce losses in term of life, property, and community resources.

### **RECOVERY & MITIGATION ORGANIZATION**

For the Hoopa Valley Tribal Council, recovery operations will be managed and directed by the Tribal Vice-Chairman. This position is synonymous with the "Tribal Authorized Representative" (TAR) and "Local Mitigation Officer" (LMO) positions as specified in various federal regulations. A Tribal Council member will be designated as Assistant

TAR and they will be responsible for the administration of and execution of all necessary applications and documents for public assistance on behalf of the Tribal Council and:

- Maintaining close communication and serving as liaison with FEMA during the recovery period and throughout the duration of each disaster.
- Providing guidance, assistance and program management sufficient to ensure compliance with conditions contained within the FEMA-Tribal Agreement and grant conditions.
- Coordinating the activities of Tribal Agencies in support of disaster assistance activities authorized under the Stafford Act.
- Provide personnel for preliminary damage assessment activities.
- Provide personnel to work with Damage Survey Report (DSR) teams in the preparation of Damage Survey Reports.
- Provide cost information to DSR teams on proposed and completed work.
- Conduct hazard mitigation plan monitoring in accordance with the requirements of the FEMA-Tribal Agreement for Federal major disaster declaration.
- Assist the Tribe and Regional Director to determine that Federal aid is used in accordance with the requirements of the Advisory Council of Historic Preservation Procedures for Historic and Cultural Properties.
- Chair the Recovery and Mitigation Committee as outlined in this Plan.

The Recovery & Mitigation Organizational Chart is on the following page.

The Local Emergency Planning Committee (LEPC), which is responsible for the numerous Tribal emergency related plans, is responsible for coordination of all After Action Reports (post disaster review) and the review of the plans (post disaster). LEPC, outlined in Part II, consists of representatives from:

- Tribal Environmental Protection Agency (TEPA) - Lead Agency
- Tribal Police Department
- K'ma:w Medical Center
- Public Utilities District
- Tribal Fire Department
- Office of Research & Development (ORAD)
- Office of Tribal Attorney

The Recovery and Mitigation Committee, which is headed by the Tribal Vice-Chairman, consists of, but is not limited to:

- Land Management
- Tribal Environmental Protective Agency
- Forestry
- Roads
- Public Utilities District

- Office of Research & Development (ORAD)
- Human Services

## **RECOVERY DAMAGE/SAFETY ASSESSMENT**

The recovery damage/safety assessment is the basis for determining the type and amount of federal financial assistance necessary for recovery. Utilizing the procedures in the Recovery & Mitigation Plan, initial damage estimates are developed during the emergency response phase. This initial damage estimate assists the County of Humboldt and the other jurisdictions within the Humboldt Operational Area to support a request for a State of California gubernatorial proclamation and for the State to request a presidential declaration.

During the recovery phase, this assessment is refined to a more detailed level. This detailed damage/safety assessment will be needed to apply for various disaster financial assistance programs. A list of mitigation priorities will need to be developed by the Recovery & Mitigation committee. The Public Utilities District will be the lead department in the completion of the detailed damage assessment reports.

## **DOCUMENTATION**

Documentation is the key to recovering eligible emergency response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility of disaster assistance programs.

Under federal disaster assistance programs, documentation must be obtained regarding damages sustained to:

- Roads;
- Water control facilities;
- Public buildings and related equipment;
- Public utilities;
- Facilities under construction;
- Recreational and park facilities;
- Educational Institutions;
- Certain private non-profit facilities.

Debris removal and emergency response costs incurred should also be documented for cost recovery purposes under the federal programs.

It will be the responsibility of each Tribal department and program to collect documentation of these damages and submit them to the Finance/Administration Section. Copies of the completed reports will be submitted to the Tribal Authorized

Representative (TAR) for review. Upon review the TAR will forward a copy to the Humboldt Operational Area's Recovery Officer.

Documenting information should include the location and extent of damage, and estimates of costs for: debris removal, emergency work, and repairing or replacing damaged facilities to a non-vulnerable and mitigated condition. The cost of compliance with building codes for new construction, repair, and restoration will also be documented.

The cost of improving facilities may be provided under federal mitigation programs.

Documentation is key to recovering expenditures related to emergency responses and recovery operations. Documentation must begin at the field response level and continues throughout the operation of the Emergency Operations Center as the disaster unfolds.

### **AFTER ACTION REPORTING**

The Standardized Emergency Management System (SEMS) requires each jurisdiction declaring a local emergency for which the Governor proclaims a State of Emergency to complete and transmit an after-action report to OES via the Humboldt Operational Area within 90 days of the close of the incident period. The after-action report will provide, at a minimum, the following:

- Response actions taken;
- Application of SEMS;
- Suggested modifications to plans and procedures;
- Training needs;
- Recovery activities to date.

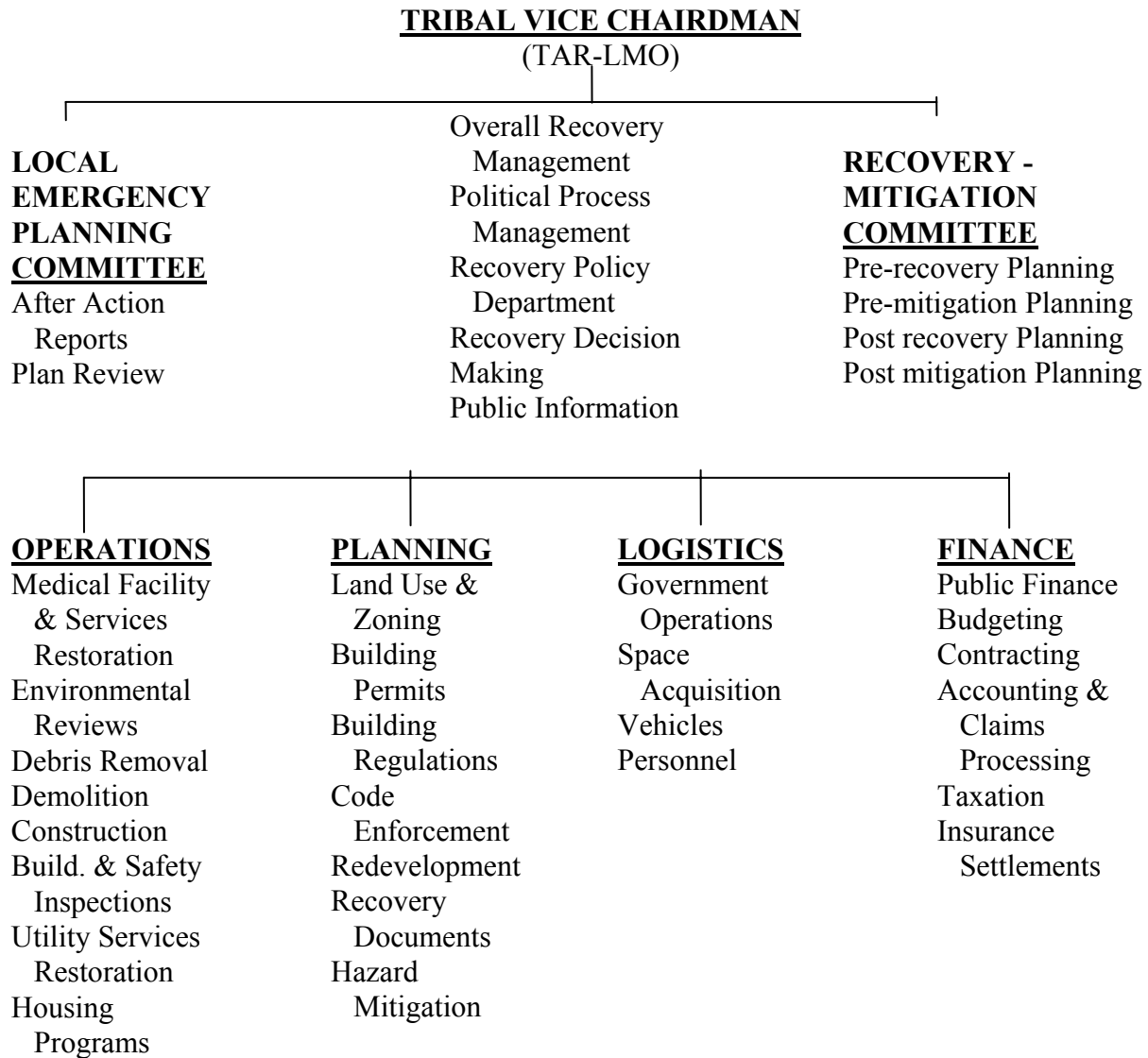
The after-action report will serve as a source of documenting the Tribe's emergency response activities, and identifying areas of concern and successes. It will also be utilized to develop a work plan for implementing improvements.

This after-action report will be a composite document for all SEMS levels, providing a broad perspective of the incident, referencing more detailed documents, and addressing all areas specified in regulations.

It will include an overview of the incident, including enclosures, and will also address specific areas of the response. It will be coordinated with, but not encompass, hazard mitigation. Hazard mitigation efforts may be included in the "recovery actions to date" portion of the after-action report.

The Local Emergency Planning Committee will be responsible for the completion and distribution of the after-action report.

# **RECOVERY & MITIGATION**



**PART VI:**

**RESOURCE**

**PLAN**



## **PART VI: RESOURCE PLAN**

The Resource Plan is a separate emergency plan that:

- Sets channels of procurement during emergencies that is not available under normal conditions.
- Authorizes specific department heads to expand emergency spending thresholds.
- Describes the request for and effective use of mutual aid resources and volunteer assistance.
- Sets the procurement request procedures, forms and management organization.
- Establishes receipt procedures and delivery sites.
- Establishes the logistics accounting system including inventory maintenance procedures.
- Maintains a list of all emergency response personnel including home address, home telephone, cross referenced by emergency position, title or function. (Includes directions to home, etc. if normal communications system are not operating)
- Maintains a list of all ICS and EOC trained and qualified personnel by function as outlined in the “Training and Qualifications” annex of this Plan.
- Maintains a list of Tribal Emergency Response Resources: personnel, heavy equipment, hand tools, etc.
- Maintains a list of contractors, heavy equipment and technicians available within the Reservation.
- Maintains a list of mutual aid contact persons of neighboring jurisdictions and governmental agencies.
- Maintains list of contractors, heavy equipment and technicians available outside of the Reservation but within reasonable response limits.

- Maintains a list of volunteer organizations, their function, request protocol, and response capabilities on the Reservation, in the Operational Area, within the State and/or nation wide.
- Maintains a list of emergency response personnel for the Humboldt Operational Area, Coastal Region - State of California Office of Emergency Services, and appropriate Federal agencies.

# **APPENDICES**

# **APPENDICES**

## **TABLE OF CONTENTS**

GLOSSERY OF TERMS

GLOSSERY OF ACRONYMS

### **FORMS**

- Organizational Chart (ICS 207-SEMS)
- Incident Action Plan Set
  - IAP Cover Sheet
  - Incident Objectives (ICS 202)
  - Organization Assignment List (ICS 203)
  - Division Assignment List (ICS 204)
  - Incident Radio Communications Plan (ICS 205)
  - Medical Plan (ICS 206)
- Incident Briefing Set
  - Incident Briefing (ICS 210) 4 pages
- Incident Status Summary (ICS 209-SEMS)
- Unit Log (ICS 214)
- Check-In List (ICS 211)
- Radio Requirements Worksheet (ICS 216)
- Support Vehicle Inventory (ICS 218)
- Air Operations Summary (ICS 220)
- Resource Order
- Demobilization Checkout (ICS 221)
- Situation Report (HOA to OES Region 1)
- Initial Damage Estimate (IDE) Report (HOA to OES Region 1)
- Sample IAP - HOA December 28 Storm and Flooding

TRAINING REQUIREMENTS AND QUALIFICATIONS

LEGAL DOCUMENTS

PROCEDURES

# **GLOSSARY OF ACRONYMS**

**CRF:** Code of Federal Regulations

**CFS:** Cubic feet per second - water flow

**DES:** Director of Emergency Services (Tribal Chairman)

**DOC:** Department Operations Center

**DSR:** Damage Survey Report

**DWI:** Disaster Welfare Inquiry

**EAL:** Emergency Alert List

**EMO:** Emergency Management Organization (TEMO - Tribal Emergency Management Organization)

**EOC:** Emergency Operations Center (TEOC - Tribal Emergency Operations Center)

**EOP:** Emergency Operations Plan

**EPA:** Environmental Protection Agency

**EPI:** Emergency Public Information

**FEMA:** Federal Emergency Management Agency

**HAZMAT:** Hazardous Materials

**HOA:** Humboldt Operational Area

**HVIR:** Hoopa Valley Indian Reservation

**HVT:** Hoopa Valley Tribe

**HVYC:** Hoopa Valley Tribal Council

**IAP:** Incident Action Plan

**IC:** Incident Commander

**ICP:** Incident Command Post

**ICS:** Incident Command System

**LEPC:** Local Emergency Planning Committee, SARA Title III requirements (Also known as LERC, Local Emergency Response Committee)

**LMO:** Local Mitigation Officer (Also TAR - Tribal Authorized Representatives

**MOU:** Memorandum of Understanding

**MSA:** Multi-purpose Staging Area

**OES:** Office of Emergency Services (City, County or State)

**ORAD:** Office of Research and Development

**PIO:** Public Information Officer (Includes Tribal PIO and field PIO's)

**REOC:** Regional Emergency Operations Center (Coastal Region I)

**SARA:** Superfund Amendments and Reauthorization Act of 1986

**SEMS:** Standardized Emergency Management System (Section 8607 Emergency Services Act of 1992, State of California)

**SITRIP:** Situation Status Report

**SOP:** Standard Operating Procedures

**TAR:** Tribal Authorized Representative, SARA Title III requirements (Also known as LMO, Local Mitigation Officer

**TEPA:** Tribal Environmental Protection Agency

**TERC:** Tribal Emergency Response Commission, SARA Title III requirements

**TITLE III:** Emergency Planning and Community Right-to-Know Act of 1986 (Also known as EPCRA or SARA Title III)

**USACE:** United States Army Corps of Engineers

# **GLOSSARY OF TERMS**

**ACTION PLAN:** The plan prepared in the EOC containing the emergency response objectives, overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies.

**AFTER ACTION REPORT:** A report covering response actions, application of SEMS, modifications to plans and procedures, training needs, and recovery activities.

**AGENCY REPRESENTATIVE:** An individual assigned to an incident or to an EOC from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident or at the EOC. Agency Representatives report to the Liaison Officer at the incident, or to the Liaison Coordinator at the EOC level.

**ALLOCATED RESOURCES:** Resources dispatched to an incident.

**ASSIGNED RESOURCES:** Resources checked in and assigned work tasks on an incident.

**AVAILABLE RESOURCES:** Incident-based resources that are available for immediate assignment.

**CARE AND SHELTER:** A function that provides food, clothing, and housing needs for people on a mass care basis.

**CHECKLIST:** Written (computerized) enumeration of actions to be taken by an individual or organization, meant to aid memory rather than provide detailed instructions.

**CONCEPT OF OPERATIONS:** A general notion of the methods agencies use to organize their response to disasters. Disasters typically progress through identifiable phases and certain responses are appropriate during each of these phases.

**CONTAMINATION:** The undesirable deposition of a chemical, biological, or radiological material on the surface of structures, areas, objects or people.

**CONTINGENCY PLAN:** A sub or supporting plan which deals with one specific type of emergency, its probable effect on the jurisdiction, and the actions necessary to offset these effects.

**DAM:** A barrier built across a watercourse for the purpose of impounding, controlling, or diverting the flow of water.

**DAMAGE ASSESSMENT:** The process used to appraise or determine the number of injuries and deaths, damage to public and private property, and the status of key facilities and services such as hospitals and other health care facilities, fire and police stations, communications networks, water and sanitation systems, utilities, and transportation networks resulting from a man-made or natural disaster.

**DEBRIS:** Material scattered about or accumulated by either natural process or human influences.

**DIRECTOR OF EMERGENCY SERVICES (DES):** The individual within each political subdivision that has overall responsibility for jurisdiction emergency management. This responsibility is commonly assigned by local ordinance.

**DISASTER:** A sudden and extraordinary misfortune; a calamity which threatens or effects extraordinary loss of life or property.

**DISPATCH CENTER:** A facility from which resources are assigned to an incident.

**EARTHQUAKE:** The sudden motion of trembling of the ground produced by abrupt displacement of rock masses, usually the upper 10 or 20 miles of the earth's surface.

**EMERGENCY:** A condition of disaster or of extreme peril to the safety of persons and property caused by such conditions as air pollution, fire, flood, hazardous material incident, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestations or disease, the warning of an earthquake or volcanic prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy.

**EMERGENCY ALERT SYSTEM (EAS):** A digital technology (voice/text) communications system consisting of broadcast stations and interconnecting facilities authorized by the Federal Communications Commission. The system provides national, state, and local officials the means to broadcast emergency information to the public before, during, and after disasters.

**EMERGENCY MANAGEMENT:** The provision of overall operational control or coordination of emergency operations at each level whether by the actual direction of field forces or by the coordination of joint efforts of governmental and private agencies.

**EMERGENCY PROGRAM MANAGER:** An individual duly appointed who is responsible for developing and maintaining the emergency management plans and programs of his jurisdiction. All departments and agencies of the government of this jurisdiction share the responsibility of serving and protecting their people from day to day and during times of emergency or disaster.

**EMERGENCY OPERATIONS:** Those actions taken during the emergency period to protect life and property, care for the people affected, and temporarily restore essential community services.



**EMERGENCY OPERATIONS CENTER:** The protected site from which government officials coordinate, monitor, and direct emergency response activities during an emergency.

**EMERGENCY OPERATIONS PLAN:** A document that: describes how people and property will be protected in disaster and disaster threat situations; details who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies, and other resources available for use in the disaster; and outlines how all actions will be coordinated.

**EMERGENCY RESPONSE AGENCY:** Any organization responding to an emergency, whether in the field, at the scene of an incident, or to an EOC, in response to an emergency, or providing mutual aid support to such an organization.

**EMERGENCY RESPONSE PERSONNEL:** Personnel involved with an agency's response to an emergency.

**EOC ACTION REPORT:** The plan developed at EOC levels which contains objectives, actions to be taken, assignments, and supporting information for the next operational period.

**EVACUATION:** Organized, phased, and supervised dispersal of people from dangerous or potentially dangerous areas.

**SPONTANEOUS EVACUATION:** When residents or citizens in the threatened areas observe an emergency event or receive unofficial word of an actual or perceived threat and without receiving instructions to do so, elect to evacuate the area. Their movement, means, and direction is unorganized and unsupervised.

**VOLUNTARY EVACUATION:** This is a warning to persons within a designated area that a threat to life and property exist or is likely to exist in the immediate future.

**MANDATORY OR DIRECTED EVACUATION:** This is a warning to persons within the designated area that an imminent threat to life and property exists and individuals MUST evacuate in accordance with the instructions of local officials.

**EVACUEES:** All persons removed or moving from areas threatened or struck by a disaster.

**FEDERAL AGENCY:** Any department, independent establishment, government cooperation, or other agency of the Executive Branch of the Federal Government.

**FEDERAL ASSISTANCE:** Aid to disaster victims, state or local governments by federal agencies under the provisions of the Federal Disaster Relief Act (P.L. 93-288) and other statutory authorities of federal agencies.

**FLASH FLOOD:** Caused by the rapid buildup of runoff following high intensity rainfall. Existing streams and dry watercourses are transformed into torrents, sweeping away everything in the path of the water.

**FLOOD:** A general and temporary condition of partial or complete inundation of normally dry land areas from overflow of inland or tidal waters, unusual or rapid accumulation or runoff of surface waters, or mudslides/mudflows caused by accumulation of water.

**FLOOD PLAIN:** Any flat or nearly flat lowland that borders a stream and is covered by its water at flood stage.

**HAZARD:** Any source of danger or element of risk to people or property.

**HAZARD MITIGATION:** Any action taken to reduce or eliminate the long-term risk to human life and property from hazards. The term is sometimes used in a stricter sense to mean cost-effective measures to reduce the potential for damage to a facility or facilities from a disaster event.

**HAZARDOUS MATERIAL:** Any substance or material that when involved in an accident and released in sufficient quantities, poses a risk to people's health, safety, and/or property. These substances and materials include explosives, radioactive materials, flammable liquids or solids, combustible liquids or solids, poisons, oxidizers, toxins, and corrosive materials.

**HIGH-HAZARD AREAS:** Geographical locations that for planning purposes have been determined through historical experience and vulnerability analysis to be likely to experience the effects of a specific hazard resulting in vast property damage and loss of life.

**GENERAL STAFF:** The group of management personnel reporting to the Incident Commander or to the EOC Director. They may each have a deputy, as needed. At the field level, the General Staff consists of:

- Operations Section Chief
- Planning/Intelligence Section Chief
- Logistics Section Chief
- Finance/Administration Sections Chief

**INCIDENT:** An occurrence or event, either human caused or by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

**INCIDENT ACTION PLAN:** The plan developed at the field response level which contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written.

**INCIDENT COMMANDER:** The individual responsible for the command of all functions at the field response level.

**INCIDENT COMMAND POST (ICP):** The location at which the primary command functions are executed. The ICP may be collocated with the incident base or other incident facilities.

**INCIDENT COMMAND SYSTEM (ICS):** A nationally used standardized on-scene emergency management concept specifically designed to allow its users to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the field level component of SEMS. It is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

**INCIDENT OBJECTIVES:** Statement of guidance and direction necessary for the selection of appropriate strategy(s), and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

**INITIAL ACTION:** The actions taken by resources which are the first to arrive at an incident.

**INITIAL RESPONSE:** Resources initially committed to an incident.

**LOCAL EMERGENCY:** The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, earthquake or other conditions which are, or are likely to be, beyond the control of the services, personnel, equipment, and facilities of a political subdivision and require the combined forces of other political subdivisions to combat.

**LOCAL GOVERNMENT:** Any county, city, village, town, district, or other political subdivision of any state, any Indian tribe or authorized tribal organization that includes any rural community or incorporated town or village or other public entity for which an application for assistance is made by a state or political subdivision thereof.

**JURISDICTION:** The range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political/geographical, or functional.

**MASS CARE:** The actions that are taken to protect evacuees and other disaster victims from the effects of the disaster. Activities include providing temporary shelter, food, medical care, clothing, and other essential life support needs for those people that have been displaced from their homes because of a disaster or threatened disaster.

**MITIGATION:** The process of preventing disasters or reducing related hazards. Methods of limiting damage can be as simple as placing a fuse box higher on a wall in a flood-prone area, or as costly as strengthening a buildings structure to withstand an earthquake.

**MEDIA:** All means of providing information and instructions to the public, including radio, television, and newspapers.

**MUD FLOODS AND MUDFLOWS:** Can be extremely damaging because the debris and sediment carried into structures is very difficult to clean up. Often the result of runoff in areas previously denuded of vegetation by fires, etc.

**MULTI-AGENCY OR INTER-AGENCY COORDINATION:** The participation of agencies and disciplines involved at any level of the SEMS organization, working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

**MUTUAL AID:** Voluntary aid and assistance in the event that a disaster should occur, by the interchange of services and facilities, including, but not limited to: fire, police, medical and health, communications, and transportation services and facilities, to cope with the problems of rescue, relief, evacuation, rehabilitation, and reconstruction which would arise in the event of a disaster. Mutual aid is designed to ensure that adequate resources, facilities, and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation.

**MUTUAL AID AGREEMENT:** An agreement authorized under the Emergency Services Act, in which two or more parties agree to furnish resources and facilities and to render services to each and every other party of the agreement to prevent and respond to any type of disaster or emergency.

**MUTUAL AID REGION:** A subdivision of the state emergency services organization, established to facilitate the coordination of mutual aid and other emergency operations within an area of the state, consisting of two or more county Operational Areas.

**NORMAL HIGH WATER:** A water level attained commonly during runoff season.

**OPERATIONAL AREA:** An intermediate level of the state emergency services organization, consisting of a county and all political subdivisions within the county area. The Operational Area is a special purpose organization created to prepare for and coordinate the response to emergencies within a county area. Each county is designated as an Operational Area. An Operational Area may be used by the county and the

political subdivisions comprising the Operational Area for the coordination of emergency activities and to serve as a link in the system of communications and coordination between the state's emergency operating centers and the operating centers of the political subdivisions comprising the operational area. The Operational Area augments, but does not replace, any member jurisdiction.

**OPERATIONAL PERIOD:** The period of time scheduled for execution of a given set of operation actions as specified in the Incident or EOC Action Plan. Operational Periods can be of various lengths, although usually not over 24 hours.

**PLAN:** An emergency management document which describes the broad, overall jurisdictional response to potential extraordinary emergencies or disasters.

**PLANNING MEETING:** A meeting held as needed throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. On large incidents, the planning meeting is a major element in the development of the Incident Action and EOC Action Plans.

**POLITICAL SUBDIVISION:** Any city, city and county, county, district, other local governmental agency or public agency, or Tribal governments authorized by law.

**PRELIMINARY DAMAGE ASSESMENT:** A mechanism used to determine the impact and magnitude of damage and the resulting unmet needs of individuals, businesses, the public sector, and the community as a whole. Information collected is used by local, operational area, and the State as a basis for request for a declaration of State of Emergency/Disaster.

**PUBLIC INFORMATION OFFICER:** An emergency management official responsible for preparing and coordinating the dissemination of emergency public information.

**RECOVERY:** The long-term activities beyond the initial crisis period and emergency response phase of disaster operations that focus on returning all systems in the community to a normal status or to reconstitute these systems to a new condition that is less vulnerable.

**RESOURCES:** Personnel and equipment available, or potentially available, for assignment to incidents or to EOC's. Resources are described by kind and type, and may be used in tactical support or supervisory capacities at an incident or at EOC's/

**RESOUC E MANAGEMENT:** Those actions taken by a government to: identify sources and obtain resources needed to support disaster response activities; coordinate the supply, allocation, distribution, and delivery of resources so they arrive where and when most needed; and maintain accountability for the resources used.

**RICHTER SCALE:** A scale used to measure the magnitude of an earthquake of seismic disturbance in terms of the energy dissipated. A 2 on the Richter Scale indicates the

smallest earthquake that can be felt; 4.5 is an earthquake causing slight damage; 8.5 is a very severe earthquake causing extensive damage.

**RIVERINE FLOODING:** The most common type of flooding in California and occurs when a stream channel fills with more water than it can carry, resulting in overflow into the adjacent floodplain.

**SAFETY OFFICER:** A member of the command staff at the incident or within an EOC responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have assistants.

**SECONDARY HAZARDS (EFFECTS):** A threat whose potential would be realized as the result of a triggering event that of itself would constitute an emergency. For example, dam failure might be a secondary hazard associated with earthquakes.

**SHELTERING-IN-PLACE/IN-PLACE PROTECTION:** To direct people to quickly to inside a building and remain inside until the threat passes. It may also include closing all windows, doors, and other protective measures.

**STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS):** That consistent set of rules and procedures governing the overall operational control or coordination of emergency operations specified in regulations (CCD Title 19, Division 2, 2400 et seq). It identifies at each level of the statewide emergency organization, the direction of field forces and the coordination of joint efforts of government and private agencies. ICS is the field level component of SEMS.

**STANDARD OPERATING PROCEDURE (SOP's):** A set of instructions constituting a directive, covering those features of operations which lend themselves to a definite, step-by-step process of accomplishment. SOP's supplement EOP's by detailing and specifying how tasks assigned in the EOP are to be carried out.

**STATE OF EMERGENCY:** The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake or other condition, other than conditions resulting from a labor controversy or conditions causing a "state of war emergency." These conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requiring extraordinary measures beyond the authority vested in the California Public Utilities Commission.

**TERRORISM:** The use of – or threatened use of – criminal violence against civilians or civilian infrastructure to achieve political ends through fear and intimidation, rather than direct confrontation. Emergency management is typically concerned with the consequences of terrorist acts directed against large numbers of people.

**TSUNAMI:** Sea waves produced by an undersea earthquake. Such sea waves can reach a height of 80 feet and can devastate coastal cities and low-lying coastal areas.

**VOLUNTEERS:** Individuals who make themselves available for assignment during an emergency who are not paid for the work they do.

**UNIFIED AREA COMMAND:** A Unified Area Command (Unified Command) is established when incidents under an Area Command are multi-jurisdictional.

**UNIFIED COMMAND:** An ICS management process which allows all agencies who have jurisdictional or functional responsibilities for the incident to jointly develop a common set of incident objectives and strategies. This is accomplished without losing or giving up agency authority, responsibility, accountability, or sovereignty.

**WARNING:** The alerting of emergency response personnel and the public to the threat of extraordinary danger and the related effects that specific hazards may cause. A warning issued by the National Weather Service that a storm warning exists for a defined area indicates that the particular type of severe weather is imminent in that area.

**WATCH:** Indication by the National Weather Services that, in a defined area, conditions are favorable for the specified type of severe weather.

## **ALERT LISTS**

A sample of the alert list(s) is to be developed.



## **TRAINING AND QUALIFICATIONS**

Training requirements and qualification checklists for each EOC and Field command position will be determined and outlined in this section.